STUDENT SUPPORT AND PROGRESSION

TRIDENT ACADEMY OF TECHNOLOGY (TAT), BHUBANESWAR

CRITERIA – 5

5.2.1.2 ***Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order***

TRIDENT ACADEMY OF TECHNOLOGY (TAT),

BHUBANESWAR-751024

TRIDENT ACADEMY OF TECHNOLOGY

Date: 01.08.2023

Below mentioned is the Number of Students Placed and Number of Students progressing to higher education during the last five years

Sl.No.	Academic Year	Number of Student Placed	Students Progressing Higher Studies
1	2022-23	454	32
2	2021-22	410	27
3	2020-21	486	20
4	2019-20	504	23
5	2018-19	456	20

Principal

Principal
Trident Academy of Technology
Bhubaneswar-751024

5.2.1 Percentage of placement of outgoing students and students progressing to higher education

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2022-23	Nikhil Kumar Pramanik	CIVIL	2023	Beam Edge	3.2 Lakhs
2022-23	Nitish Kumar mohanty	CIVIL	2023	Beam Edge	3.2 Lakhs
2022-23	PUJAMAYEE PARIDA	CIVIL	2023	Beam Edge	3.2 Lakhs
2022-23	Saswati Swain	CIVIL	2023	Beam Edge	3.2 Lakhs
2022-23	Sritam Dehury	CIVIL	2023	Beam Edge	3.2 Lakhs
2022-23	SUSMITA PATI	CIVIL	2023	Beam Edge	3.2 Lakhs
2022-23	A ROHAN KUMAR SUBUDHI	CIVIL	2023	Gannon Dunkerley & Co.Ltd.	3.6 Lakhs
2022-23	A SOHAN KUMAR SUBUDHI	CIVIL	2023	Gannon Dunkerley & Co.Ltd.	3.6 Lakhs
2022-23	JANGYA PRAKASINI ROUT	CIVIL	2023	Gannon Dunkerley & Co.Ltd.	3.6 Lakhs
2022-23	Kalinga Ketan Krushna Prasad Jena	CIVIL	2023	Gannon Dunkerley & Co.Ltd.	3.6 Lakhs
2022-23	SAHIL BALASAMANTA	CIVIL	2023	Gannon Dunkerley & Co.Ltd.	3.5 Lakhs
2022-23	Shatabdi Mohanty	CIVIL	2023	Gannon Dunkerley & Co.Ltd.	3.5 Lakhs
2022-23	Swapnam Sourav Dalai	CIVIL	2023	Nowah	2.9 Lakhs
2022-23	ANKIT ROUT	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	AVINASH PRADHAN	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	BHAGIRATHI JAYSINGH	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	BHESAJ KUMAR SAHU	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	Krishna Kumar Singh	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	M R Subhangi	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	Manisha Naik	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	Nishant swain	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	RITIK ROSHON BEURA	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	SUBHAM NANDA	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	SUDAN SINGH	CIVIL	2023	PCON Utilities (P) Ltd.	3.1 Lakhs
2022-23	AJAY PRATAP SINGH	CIVIL	2023	Penna Cement Industries Ltd.	3.3 Lakhs
2022-23	ARVIND KUMAR	CIVIL	2023	RDC Concrete	3.4 Lakhs
2022-23	Dhiraj Kumar Pradhan	CIVIL	2023	RDC Concrete	3.4 Lakhs
2022-23	MOHAN SHARMA	CIVIL	2023	RDC Concrete	3.4 Lakhs
2022-23	Nishita Panda	CIVIL	2023	RDC Concrete	3.4 Lakhs
2022-23	PAYAL NAG	CIVIL	2023	RDC Concrete	3.4 Lakhs

2022-23	Pragati Behera	CIVIL	2023	RDC Concrete	3.4 Lakhs
2022-23	PRERANA BEHERA	CIVIL	2023	RDC Concrete	3.4 Lakhs
2022-23	ABHISEKH PAL	CIVIL	2023	SM Consultancy	2.5 Lakhs
2022-23	AMRUTA DASH	CIVIL	2023	SM Consultancy	2.5 Lakhs
2022-23	JYOTI ADITYA SAHU	CIVIL	2023	SM Consultancy	2.5 Lakhs
2022-23	SITIBARNA SABUT	CIVIL	2023	SM Consultancy	2.5 Lakhs
2022-23	SUBHAM DEBNATH	CIVIL	2023	SM Consultancy	2.5 Lakhs
2022-23	AKASH KUMAR PRADHAN	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	ALKA MAHARATHA	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	ANGELINA MAHARANA	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	ANURAG MISHRA	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	DEBABRATA PATI	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	DEBADUTTA DEY	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	RAJAT RAJ	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	SRIKANTA PARIDA	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	STHITIPRAGYAN NAYAK	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	U. KRISHNA VENI	CSE	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	DIBYENDU KAR	CSE	2023	Asiczen Technologies	3.22 Lakhs
2022-23	AYASKANTA PARIDA	CSE	2023	Auxiliobits Technologies Pvt. Ltd.	3.6 Lakhs
2022-23	AMIYA GHADEI	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	BANITA DAS	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	BANSHITA MISHRA	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	GURUDUTTA BARAL	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	PRAKASH CHANDRA SINGH	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	SANTOSH KUMAR DALAI	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	SRADHASIS JETHY	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	SWARUP KUMAR SAHOO	CSE	2023	Bookingjini.com	4 Lakhs
2022-23	ABHISHEK PARIJA	CSE	2023	ARGUSOFT	7.12 Lakhs
2022-23	ANURAG SATAPATHY	CSE	2023	ARGUSOFT	7.12 Lakhs
2022-23	SHREYASHEE MALLICK	CSE	2023	ARGUSOFT	7.12 Lakhs
2022-23	DHARITRI DAS	CSE	2023	Collabera	3.24 Lakhs
2022-23	IPSITA PRIYADARSHINI JENA	CSE	2023	Collabera	3.24 Lakhs
2022-23	SUDHIR KUMAR	CSE	2023	Collabera	3.24 Lakhs
2022-23	BIBEKANANDA GADANAYAK	CSE	2023	Cozentus Technologies (P) Ltd.	4.5 Lakhs

2022-23	MONALISA BOITAI	CSE	2023	Cozentus Technologies (P) Ltd.	4.5 Lakhs
2022-23	SAMBIT BEHERA	CSE	2023	Cozentus Technologies (P) Ltd.	4.5 Lakhs
2022-23	SHWETA SHRIYA	CSE	2023	Cozentus Technologies (P) Ltd.	4.5 Lakhs
2022-23	KAMAL NAYAN SWAIN	CSE	2023	Cybrain Software Solutions Private Limited	3 Lakhs
2022-23	PRINCE KUMAR RAY	CSE	2023	Cybrain Software Solutions Private Limited	3 Lakhs
2022-23	DIBYAJIT PANDA	CSE	2023	Developtech IT Solution Pvt. Ltd	3 Lakhs
2022-23	ABHISEK AICH	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	AVIRUP DE	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	JYOTIRMAYA NAYAK	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	MD SAJID ALI	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	PRATIK KUMAR	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	RIDHIMA RANJINI	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	SOUMYA PRIYADARSHINI	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	VIVEKANAND NAYAK	CSE	2023	Digit Insurance	4.5 Lakhs
2022-23	SANTANU DAS	CSE	2023	H T LOGICS PRIVATE LIMITED	3 Lakhs
2022-23	PRANAY RAJ	CSE	2023	Hexaware Technologies	6 Lakhs
2022-23	AMRIT SAI MOHARANA	CSE	2023	InstaSafe Technologies	3.5 lakhs
2022-23	ARPITA NAYAK	CSE	2023	InstaSafe Technologies	3.5 lakhs
2022-23	AKASH KUMAR SINGH	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	ASHUTOSH ROUTARAY	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	DEBIPRASANNA PATTANAIK	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	LAKSHMAN KUMAR	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	MONALI MONALISHA SAHOO	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	PRIYABRATA PADHI	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs

2022-23	SAI ANWESHA JENA	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	SOUMYA RANJAN SAMAL	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	SOURAV KUMAR DASH	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	SOURJYA SWARUP SAHOO	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	YASH DIVYANSHU	CSE	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	ANKITA PANDA	CSE	2023	Kovair Software	3.5 lakhs
2022-23	BINAYAK MISHRA	CSE	2023	Kovair Software	3.5 lakhs
2022-23	DHARASHREE PATTANAYAK	CSE	2023	Kovair Software	3.5 lakhs
2022-23	HARDHIK MAHARANA	CSE	2023	Kovair Software	3.5 lakhs
2022-23	RUDRAKSH SHARMA	CSE	2023	Kovair Software	3.5 lakhs
2022-23	SOURAV KUMAR PATRA	CSE	2023	Kovair Software	3.5 lakhs
2022-23	ABHILASH MOHANTY	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	AMISHA DASH	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	AMLIKA ROUTRAY	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	AYUSI MISHRA	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	CHINMAYA NAYAK	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	DIBYA JYOTI PATRA	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	DIBYAJYOTI PARIDA	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	JYOTIRMAYEE DASH	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	TANUSHREE DEY	CSE	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	ADYASHA TRIPATHY	CSE	2023	Movate (Formerly CSS Corp)	3.2 lakhs
2022-23	KSHAMA ANURAG LENKA	CSE	2023	Movate (Formerly CSS Corp)	3.2 lakhs
2022-23	SAGAR PATTANAIK	CSE	2023	Movate (Formerly CSS Corp)	3.2 lakhs
2022-23	SOMYA RANJAN ACHARYA	CSE	2023	Movate (Formerly CSS Corp)	3.2 lakhs
2022-23	SUBHAM SWAPNENDU JENA	CSE	2023	Movate (Formerly CSS Corp)	3.2 lakhs
2022-23	ARPITA PRIYADARSHINI	CSE	2023	Nucleus Software	4.33 Lakhs
2022-23	BARSHA RANI NAYAK	CSE	2023	Nucleus Software	4.33 Lakhs

2022-23	PRALAYA KUMAR SWAIN	CSE	2023	Nucleus Software	4.33 Lakhs
2022-23	PRATYUSH MOHANTY	CSE	2023	Nucleus Software	4.33 Lakhs
2022-23	SRIRAM ABHISHEK	CSE	2023	Nucleus Software	4.33 Lakhs
2022-23	ABINASH SAMAL	CSE	2023	Onepaper Research Analyst Pvt. Ltd.	2.4 lakhs
2022-23	SUBHASHREE MALLICK	CSE	2023	Onepaper Research Analyst Pvt. Ltd.	2.4 Lakhs
2022-23	ABHIJIT DAS	CSE	2023	PCON Utilities (P) Ltd.	2.4 Lakhs
2022-23	AKASH KUMAR SAHOO	CSE	2023	Phonon Solutions Pvt Ltd.(ORAHI)	8.5 Lakhs
2022-23	KUMAR AKASH	CSE	2023	Phonon Solutions Pvt Ltd.(ORAHI)	8.5 Lakhs
2022-23	PRITISHNA BISWAL	CSE	2023	Phonon Solutions Pvt Ltd.(ORAHI)	8.5 Lakhs
2022-23	SWAYANSU SATYAPRANGYA DAS	CSE	2023	Phonon Solutions Pvt Ltd.(ORAHI)	8.5 Lakhs
2022-23	ABHINAV GUPTA	CSE	2023	PlanetSpark	6.5 Lakhs
2022-23	ATANU SABYASACHI DHIR SAMANTA	CSE	2023	PlanetSpark	6.5 Lakhs
2022-23	JYOSHNAMAYEE SUNA	CSE	2023	PlanetSpark	6.5 Lakhs
2022-23	PRATIGNYA PRODAR	CSE	2023	PlanetSpark	6.5 Lakhs
2022-23	PRATIK SAHU	CSE	2023	PlanetSpark	6.5 Lakhs
2022-23	PRITISHA DAS	CSE	2023	PlanetSpark	6.5 Lakhs
2022-23	ANKITA DASH	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	ASHUTOSH MOHAPATRA	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	ASIM GOPE	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	ASUTOSH SAHOO	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	JANHABI SWAIN	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	SAMBIT KUMAR NAYAK	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	SANJANA MOHAPATRA	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	SHREYA JENA	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	SUBHAM JYOTI BISWAL	CSE	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs

2022-23	SATYAM RAJ	CSE	2023	Sanmina	3.75 lakhs
2022-23	HIMANSHU KESHRI	CSE	2023	Silversky Technology	3.6 Lakhs
2022-23	ANIMESH PATTNAIK	CSE	2023	Sopra Steria	6 Lakhs
2022-23	ASHUTOSH BEHERA	CSE	2023	Sopra Steria	6 Lakhs
2022-23	BASUNDHARA MOHANTY	CSE	2023	Sopra Steria	6 Lakhs
2022-23	CHINMAYEE PANI	CSE	2023	Sopra Steria	6 Lakhs
2022-23	HARAPRIYA PRUSTY	CSE	2023	Sopra Steria	6 Lakhs
2022-23	NAGENDRA KUMAR MEHER	CSE	2023	Sopra Steria	6 Lakhs
2022-23	PIYUSH KUMAR PRUSTY	CSE	2023	Sopra Steria	6 Lakhs
2022-23	RITIK KUMAR SAHOO	CSE	2023	Sopra Steria	6 Lakhs
2022-23	SHOBHAN KUMAR GOUR	CSE	2023	Sopra Steria	6 Lakhs
2022-23	SUMIT TIWARI	CSE	2023	Sopra Steria	6 Lakhs
2022-23	TARUN KUMAR SAHOO	CSE	2023	Sopra Steria	6 Lakhs
2022-23	TUNISHA CHOUDHARY	CSE	2023	Sopra Steria	6 Lakhs
2022-23	ABHISHEK KUMAR	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	ALAKANANDA SAHOO	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	ANTARYAMI MOHARANA	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	CHINMAY KUMAR NAYAK	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	DEEPANKAR MALI	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	GARIMA SINGH	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	NAINALI NANDA	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	RISHAB RATH	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	SAGAR MOHANTY	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	SATYA PRAKASH MOHANTY	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	SMRUTISIKHA PANDA	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	SOURAV KUMAR SAHOO	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	SUBHAKANTA SATAPATHY	CSE	2023	TCS (NQT)	7 Lakhs
2022-23	ADITYA RAJ	CSE	2023	Tech Mahindra	3.25 Lakhs
2022-23	ANKIT SINHA	CSE	2023	Tech Mahindra	3.25 Lakhs
2022-23	AYUSH MAHAPATRA	CSE	2023	Tech Mahindra	3.25 Lakhs
2022-23	JYOTI RANJAN OJHA	CSE	2023	Tech Mahindra	3.25 Lakhs
2022-23	RAJESH MISHRA	CSE	2023	Tech Mahindra	3.25 Lakhs
2022-23	JYOTI BIKASH PAUL	CSE	2023	Technoforte Software Private Limited	3.36 Lakhs
2022-23	SOUMYA RANJAN BEHERA	CSE	2023	Technoforte Software Private Limited	3.36 Lakhs
2022-23	TANIYA ASGAR	CSE	2023	Technoforte Software Private Limited	3.36 Lakhs
2022-23	ASUTOSH BARAL	CSE	2023	Tekion India	7 Lakhs

2022-23	PADMINI PRIYADARSINI MISHRA	CSE	2023	Tekion India	7 Lakhs
2022-23	PRATIK JENA	CSE	2023	Tekion India	7 Lakhs
2022-23	ADITI MISHRA	CSE	2023	VIS Network Pvt. Ltd.	3 Lakhs
2022-23	SUDEEP LAHA	CSE	2023	VIS Network Pvt. Ltd.	3 Lakhs
2022-23	TANMAYA RANJAN NAYAK	CSE	2023	VIS Network Pvt. Ltd.	3 Lakhs
2022-23	BISWAJIT PRADHAN	CSE	2023	ZeTechno Products and Services Pvt Ltd.	4.93 Lakhs
2022-23	PRATIKSHYA GOCHHAYAT	CSE	2023	ZeTechno Products and Services Pvt Ltd.	4.93 Lakhs
2022-23	SHAIKH ZEESHAN HUSSAIN	CSE	2023	ZeTechno Products and Services Pvt Ltd.	4.93 Lakhs
2022-23	SUBHALAXMI SAHOO	CSE	2023	ZeTechno Products and Services Pvt Ltd.	4.93 Lakhs
2022-23	Amrita mandal	CST	2023	ApMoSys Technologies	2.13 lakhs
2022-23	Bikash Ranjan Nayak	CST	2023	ApMoSys Technologies	2.13 lakhs
2022-23	HAREKRUSHNA SAHOO	CST	2023	ApMoSys Technologies	2.13 lakhs
2022-23	Jyotiprakash Jena	CST	2023	ApMoSys Technologies	2.13 lakhs
2022-23	Mahesh Behera	CST	2023	ApMoSys Technologies	2.13 lakhs
2022-23	Ranjit Kumar Patra	CST	2023	ApMoSys Technologies	2.13 lakhs
2022-23	Satyam Nayak	CST	2023	ApMoSys Technologies	2.13 lakhs
2022-23	Sagar Gautam Panda	CST	2023	Collabera	3.24 Lakhs
2022-23	Abhishek padhi	CST	2023	Contata Solutions	4.5 Lakhs
2022-23	Anil Kumar Behera	CST	2023	Contata Solutions	4.5 Lakhs
2022-23	Debadan Mohanty	CST	2023	Contata Solutions	4.5 Lakhs
2022-23	Shibani Mohapatra	CST	2023	InstaSafe Technologies	3.5 lakhs
2022-23	Abhijit Sahoo	CST	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	Anjali Kisan	CST	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	Dibya Jyoti Sahoo	CST	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	Hara prasad patra	CST	2023	iServeU Technology Pvt. Ltd.	3 Lakhs

2022-23	M Sai Simron	CST	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	Seikh Shamma	CST	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	Sonali Acharya	CST	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	Ananya Bal	CST	2023	Kovair Software	3.5 Lakhs
2022-23	Balaram sahoo	CST	2023	Kovair Software	3.5 Lakhs
2022-23	Omprakash Sahoo	CST	2023	Kovair Software	3.5 Lakhs
2022-23	Saswati Patra	CST	2023	Kovair Software	3.5 Lakhs
2022-23	Shreyan prakash dora	CST	2023	Kovair Software	3.5 Lakhs
2022-23	Sudeshna Jena	CST	2023	Kovair Software	3.5 Lakhs
2022-23	Sunidhi Chattar	CST	2023	Kovair Software	3.5 Lakhs
2022-23	Chinmay Kumar Panda	CST	2023	Maventic Solutions Pvt. Ltd.	5 Lakhs
2022-23	Shivam Ayush	CST	2023	Maventic Solutions Pvt. Ltd.	5 lakhs
2022-23	SUBHAM KUMAR	CST	2023	Maventic Solutions Pvt. Ltd.	5 lakhs
2022-23	Amrit Panigrahy	CST	2023	Nucleus Software	4.33 Lakhs
2022-23	Anisha Mohanty	CST	2023	Nucleus Software	4.33 Lakhs
2022-23	Jyoti prakash patra	CST	2023	Nucleus Software	4.33 lakhs
2022-23	Monalisha Bhuyan	CST	2023	Sanmina	3.75 Lakhs
2022-23	Prasun Mukherjee	CST	2023	Sanmina	3.75 Lakhs
2022-23	Saket Kashyap	CST	2023	Sanmina	3.75 Lakhs
2022-23	Abhilipsa Parida	CST	2023	Tech Mahindra	3.25 Lakhs
2022-23	Rituparna Pradhan	CST	2023	Tech Mahindra	3.25 Lakhs
2022-23	Sourav Krishna Patel	CST	2023	Tech Mahindra	3.25 Lakhs
2022-23	Mukesh Kumar Maharana	CST	2023	Technoforte Software Private Limited	3.36 Lakhs
2022-23	Ashish Senapati	CST	2023	Zaloni Technology	4.42 Lakhs
2022-23	Lopamudra Pradhan	CST	2023	Zaloni Technology	4.42 Lakhs
2022-23	Rajat Kumar Dwari	CST	2023	Zaloni Technology	4.42 Lakhs
2022-23	Sharmistha Behera	CST	2023	Zaloni Technology	4.42 Lakhs
2022-23	Smruti Ranjan Nath	CST	2023	Zaloni Technology	4.42 Lakhs
2022-23	SMRUTI RANJAN POLAI	CST	2023	Zaloni Technology	4.42 Lakhs
2022-23	Himanshushekhar Dinbandhu Swain	CST	2023	ZeTechno Products and Services Pvt Ltd.	4.93 Lakhs
2022-23	SIDHARTH RAJ	EE	2023	Apmosys	3.5 Lakhs
2022-23	DEEPAK KUMAR SINGH	EE	2023	Argusoft	7.12 Lakhs
2022-23	Nutan Prasad Nayak	EE	2023	Cybrain	3 Lakhs
2022-23	Lipun Choudhury	EE	2023	Developtech	3 Lakhs
2022-23	BISHAL RAY	EE	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	JUVIN JASHWANT SUNDARAY	EE	2023	Tata Power (TPNODL)	7.5 Lakhs

2022-23	Manjeet Roshan Pradhan	EE	2023	Tata Power (TPNODL)	7.5 Lakhs
2022-23	RAKESH SATAPATHY	EE	2023	Tata Power (TPNODL)	7.5 Lakhs
2022-23	Sibaprasad Behera	EE	2023	Tata Power (TPNODL)	7.5 Lakhs
2022-23	ASHIS ANUPAM PATNAIK	EEE	2023	Apmosys	3.5 Lakhs
2022-23	MUKESH JENA	EEE	2023	Apmosys	3.5 Lakhs
2022-23	GOVIND PANDEY	EEE	2023	British telecom	3 Lakhs
2022-23	Kaibalya Panda	EEE	2023	Cybrain	3 Lakhs
2022-23	Satyajit Rout	EEE	2023	Cybrain	3 Lakhs
2022-23	AMBER SINGH	EEE	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	SUBHAM PRADHAN	EEE	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	GOURAB PRASAD ROUT	EEE	2023	Jyoti Electro Systems Pvt. Ltd.	2.4 lakhs
2022-23	Ronak Kumar Sharma	EEE	2023	Jyoti Electro Systems Pvt. Ltd.	3 lakhs
2022-23	Subasish Sahu	EEE	2023	Jyoti Electro Systems Pvt. Ltd.	3 lakhs
2022-23	PRONIT SAHOO	EEE	2023	Smartsoc	4 Lakhs
2022-23	PRIYABRATA BHUYAN	EEE	2023	Tata Power (TPNODL)	7.5 Lakhs
2022-23	Shivananda Dash	EEE	2023	Tata Power (TPNODL)	7.5 Lakhs
2022-23	SAMBIT KUMAR SATAPATHY	EEE	2023	Technoforte	4 lakhs
2022-23	Pratik Anand	ETC	2023	Aditi Consulting Pvt. Ltd.	4.5 Lakhs
2022-23	Shubham Kumar Tiwary	ETC	2023	Hidden Brains Infotech Private Limited	4.5 Lakhs
2022-23	Pratik Anand	ETC	2023	Ionic Power Solution Pvt. Ltd.	4.5 Lakhs
2022-23	Manoj Kumar Rout	ETC	2023	SmartSoC Solutions Pvt. Ltd	6 Lakhs
2022-23	Bibechita Sahoo	ETC	2023	Technoforte Software Private Limited	3.6 Lakhs
2022-23	Biswajeet Jena	ETC	2023	Technoforte Software Private Limited	3.6 Lakhs
2022-23	Abhisek Nanda	ETC	2023	Technoforte Software Private Limited	3.6 Lakhs
2022-23	Abinash Routray	ETC	2023	Technoforte Software Private Limited	3.6 Lakhs
2022-23	Shubham Kumar Tiwary	ETC	2023	Apmosys Technologies	2.13 Lakhs
2022-23	Anurag Pradhan	ETC	2023	Argusoft India Ltd	7.12 Lakhs
2022-23	Ashutosh Nayak	ETC	2023	Argusoft India Ltd	7.12 Lakhs

2022-23	Rudra Narayan Behera	ETC	2023	Astra Microwave Pvt. Ltd	(20k in internship)
2022-23	Rudrasis Biswajit	ETC	2023	Astra Microwave Pvt. Ltd	(20k in internship)
2022-23	Shubham Kumar Tiwary	ETC	2023	Astra Microwave Pvt. Ltd	(20k in internship)
2022-23	Smitanjali Das	ETC	2023	Astra Microwave Pvt. Ltd	(20k in internship)
2022-23	Nikita Mohanty	ETC	2023	Cozentus Technology	4.5 Lakhs
2022-23	Manoj Kumar Rout	ETC	2023	Cozentus Technology	4.5 Lakhs
2022-23	Md Zaffar Ahmad	ETC	2023	Cozentus Technology	4.5 Lakhs
2022-23	Millan Kumar Khilar	ETC	2023	Cozentus Technology	4.5 Lakhs
2022-23	Pragnya Mishra	ETC	2023	Cozentus Technology	4.5 Lakhs
2022-23	Priyanka Praharaj	ETC	2023	Cozentus Technology	4.5 Lakhs
2022-23	Saumesh Parakash Sahoo	ETC	2023	Cozentus Technology	4.5 Lakhs
2022-23	Subham Kumar	ETC	2023	CSM Technology	1.8 Lakhs
2022-23	Nikhil Kumar	ETC	2023	CSM Technology	1.8 Lakhs
2022-23	Prabhanjan Sahu	ETC	2023	CSM Technology	1.8 Lakhs
2022-23	Subhalaxmi Nayak	ETC	2023	Hidden Brains Infotech Private Limited	4.5 Lakhs
2022-23	Nijhum Acharya	ETC	2023	Hidden Brains Infotech Private Limited, AsicZen technology	4.5 Lakhs
2022-23	Abhijeet Sahoo	ETC	2023	Ionic Power Solution Pvt. Ltd. (2nd phase), British Telecom	3 Lakhs
2022-23	Debashis Nayak	ETC	2023	LogicApt Informatics Private Limited	5 Lakhs
2022-23	Pratik Anand	ETC	2023	Nucleus Software	4.5 Lakhs
2022-23	Anil Kumar Mallick	ETC	2023	Oditek Solution (2nd phase)(2.22 Lakh),Taxtron Technology Limited, Digit Insurance	4.5 Lakhs
2022-23	Dibya Prakash panda	ETC	2023	RechargeKit communication Pvt. Ltd	4.5 Lakhs
2022-23	Gourab Sahu	ETC	2023	RechargeKit communication Pvt. Ltd	4.5 Lakhs

2022-23	Haraprasad Rath	ETC	2023	RechargeKit communication Pvt. Ltd	4.5 Lakhs
2022-23	Chinmayee Dutta	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	Debabrata Si	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	Debasmita Dey	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	Krishna Satpathy	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	Priyanshu Das	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	Rajesh Mahapatra	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	shibasrit mallick	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	Tapaswini Mohapatra	ETC	2023	RechargeKit communication Pvt. Ltd.	4.5 Lakhs
2022-23	Ankita Priyadarshani	ETC	2023	Rechargekit communication Pvt. Ltd.(1.8 Lakh), Movate	4.5 Lakhs
2022-23	Ankita Pati	ETC	2023	Samina Tech Services India Pvt. Ltd.	3.75 lakhs
2022-23	Suchitra Sahoo	ETC	2023	SmartSoC Solutions Pvt. Ltd	6 Lakhs
2022-23	Aditya Narayan Dhar	ETC	2023	SmartSoC Solutions Pvt. Ltd	6 Lakhs
2022-23	Amit Singh	ETC	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Ananya Mohapatra	ETC	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Kumar Pralaya Ranjan	ETC	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Padmaja dora	ETC	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Simran Mohanty	ETC	2023	Taxtron Technology Limited	3.6 Lakhs

2022-23	Soumya Saswat Sahoo	ETC	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Swaraj Kumar Swain	ETC	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Swayamdeepta Swain	ETC	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Ipsita Panda	ETC	2023	Taxtron Technology Limited, Technoforte Software Private Limited (3.6 Lakh), SmartSoC Solutions Pvt. Ltd	3.6 Lakhs
2022-23	Manoj Kumar Rout	ETC	2023	Technoforte Software Private Limited	3.6 Lakhs
2022-23	Manoranjan Majhee	ETC	2023	Technoforte Software Private Limited	3.6 Lakhs
2022-23	Shubham Kumar Tiwary	ETC	2023	VIS Networks Pvt Ltd.	3 Lakhs
2022-23	SOUMYARANJAN SAHOO	IT	2023	Aditi Consulting Pvt. Ltd	4 Lakhs
2022-23	ABINASH KUMAR TRIPATHY	IT	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	ANSHU GAUTAM	IT	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	ASHUTOSH ACHARYA	IT	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	BISWA RANJAN DAS	IT	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	MD FARID RAZZA	IT	2023	ApMoSys Technologies	2.13 Lakhs
2022-23	RIYA SHARMA	IT	2023	Bookingjini.com	4 Lakhs
2022-23	SAROJ KUMAR RANA	IT	2023	British telecom	3 Lakhs
2022-23	ABINASH BEHERA	IT	2023	Cozentus Technologies (P) Ltd.	4.5 Lakhs
2022-23	AMAN KUMAR BEHERA	IT	2023	Cozentus Technologies (P) Ltd.	4.5 Lakhs
2022-23	BISWAJIT ROUT	IT	2023	Developtech IT Solution Pvt. Ltd	3 Lakhs
2022-23	KAMAL ACHARYA	IT	2023	Devtron Inc.	5 Lakhs
2022-23	SUBHAM SAHOO	IT	2023	Devtron Inc.	5 Lakhs
2022-23	ASIS KUMAR ROUT	IT	2023	Digit Insurance	4.5 Lakhs
2022-23	DIBYAJYOTI PATRA	IT	2023	Digit Insurance	4.5 Lakhs
2022-23	MOHIT KUMAR	IT	2023	Digit Insurance	4.5 Lakhs
2022-23	ROSHAN LAL PRAJAPATI	IT	2023	Digit Insurance	4.5 Lakhs

2022-23	SONALEE PRIYADARSINEE	IT	2023	Digit Insurance	4.5 Lakhs
2022-23	NIKHILESH PANI	IT	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	P.KARTHIK KUMAR	IT	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	ANKIT MANGARAJ	IT	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	SAMIKSHA BARIK	IT	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	SWARAJ KUMAR SAHOO	IT	2023	Maventic Solutions Pvt. Ltd.	5 lakhs
2022-23	SATRUJIT PANI	IT	2023	Nucleus Software	4.33 Lakhs
2022-23	SATYAM KUMAR SINGH	IT	2023	Oditek Solutions Pvt. Ltd.	2.22 Lakhs
2022-23	SUDHIR KUMAR	IT	2023	Oditek Solutions Pvt. Ltd.	2.22 Lakhs
2022-23	SUNIL KUMAR PANDA	IT	2023	Oditek Solutions Pvt. Ltd.	2.22 Lakhs
2022-23	PRATYARPITA PATTANAIK	IT	2023	PlanetSpark	6.5 Lakhs
2022-23	ABHISHEK RANJAN	IT	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	BINAYAK MOHANTY	IT	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	SOMANYU SAMAL	IT	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	SULAGNAA PANI	IT	2023	RechargeKit Communications Pvt. Ltd.	4.5 Lakhs
2022-23	ASIS PATTANAIK	IT	2023	Sanmina	3.75 Lakhs
2022-23	KISHAN KUMAR MAHARANA	IT	2023	Sanmina	3.75 Lakhs
2022-23	SUBHAM SUBHRAJIT	IT	2023	Technoforte Software Private Limited	3.36 lakhs
2022-23	KASHISH KUMARI	IT	2023	VIS Network Pvt. Ltd.	3 Lakhs
2022-23	RUMANA BEGUM	IT	2023	VIS Network Pvt. Ltd.	3 Lakhs
2022-23	SUPRAVA ROUTRAY	IT	2023	ZeTechno Products and Services Pvt Ltd.	4.93 Lakhs
2022-23	Gayanswini Nayak	MBA	2023	Ascendion	4.5 Lakh
2022-23	Saurav Prasad Das	MBA	2023	Ascendion	4.5 Lakh
2022-23	Rajni Kumari Lagori	MBA	2023	Ascendion	4.5 Lakh
2022-23	Ashesh Kumar Swain	MBA	2023	Aveti Learning	5.75 Lakh

2022-23	Simran Nayak	MBA	2023	Bookingjini.com	4 Lakhs
2022-23	Madhusmita Nayak	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Amit Kumar Swain	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Monalisha Jena	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Rohan Acharjya	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Sameer Padhy	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Gulshan kumar chandra	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Kartick Chandra Dutta	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Madhurima Mahala	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	Rahul Raman Bhol	MBA	2023	Ceasefire Industries Limited	5.16 Lakh
2022-23	ASHUTOSH PRADHAN	MBA	2023	Global Data	4.5 Lakh
2022-23	Nitish nayak	MBA	2023	ICICI Lombard GIC	4.5 Lakh
2022-23	Debashish Sahu	MBA	2023	ICICI Lombard GIC	4.5 Lakh
2022-23	Ashish Kumar Biswal	MBA	2023	IndiaMART	4.5 Lakh
2022-23	Bhargavi Dash	MBA	2023	IndiaMART	4.5 Lakh
2022-23	Deepak Kumar Dash	MBA	2023	IndiaMART	4 Lakh
2022-23	Sharabani Kumar Panda	MBA	2023	INDNA Life	3 Lakh
2022-23	Sangeeta Behera	MBA	2023	People Forum	3.5 Lakh
2022-23	Debashish Sahu	MBA	2023	RDC Concrete	3.4 Lakhs
2022-23	ASHUTOSH PRADHAN	MBA	2023	Stellar Information Technology Pvt Ltd.	3.6 - 4.8 Lakh
2022-23	Raunak Jena	MBA	2023	Utkarsh Bank	3.5 Lakh
2022-23	Pradosh Kumar Mohanty	MCA	2023	Aloha Technology Ltd	2.5 – 5.0 Lakh
2022-23	ANKIT KUMAR NAYAK	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	KUMAR CHINMAYA CHANDRAKANTA NAYAK	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	MANOJ KUMAR SAHOO	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	SURAJ KUMAR BHOI	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	CHANDAN KUMAR NAYAK	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	CHAITANYA LAKRA	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	CHINMAY SAHOO	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	RUDRESWAR RANA	MCA	2023	ApMoSys Technologies	2.13 Lakh

2022-23	SHAKTI SANKAR BEHERA	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	SOURAV BEHURIA	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	KIRAN KUMAR SWAIN	MCA	2023	ApMoSys Technologies	2.13 Lakh
2022-23	ABINASH SAHU	MCA	2023	Argusoft India Ltd	7.12 Lakh
2022-23	Nibedita Bala	MCA	2023	H T LOGICS PRIVATE LIMITED	1.8 - 3Lakh
2022-23	DIBYASUNDAR BEHERA	MCA	2023	Hidden Brains Infotech Pvt. Ltd.	4.5 Lakhs
2022-23	UPENDRA NARAYAN BAHINIPATI	MCA	2023	Hidden Brains Infotech Pvt. Ltd.	4.5 Lakhs
2022-23	DEBASIS TARAI	MCA	2023	InstaSafe Technologies	2.5 – 3.5 Lakh
2022-23	ANSHUMAN DAS	MCA	2023	InstaSafe Technologies	2.5 – 3.5 Lakh
2022-23	IPSITA BEURA	MCA	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	SUDARSAN PARIDA	MCA	2023	iServeU Technology Pvt. Ltd.	3 Lakhs
2022-23	Sristysuman Dash	MCA	2023	M/S FSS	4 Lakh
2022-23	BALIA SAHU	MCA	2023	M/S FSS	4 Lakh
2022-23	Bikash Sahoo	MCA	2023	M/S FSS	4 Lakh
2022-23	BIBEK NAHAK	MCA	2023	M/S FSS	4 Lakh
2022-23	Smrutikanta Swain	MCA	2023	M/S FSS	4 Lakh
2022-23	Sudipta Ranjan Patra	MCA	2023	M/S FSS	4 Lakh
2022-23	ARUPANANDA PARIDA	MCA	2023	M/S FSS	4 Lakh
2022-23	JACHANIKA SETHY	MCA	2023	M/S FSS	4 Lakh
2022-23	BAIKUNTHA SAHOO	MCA	2023	M/S FSS	4 Lakh
2022-23	SUBHASREE SATAPATHY	MCA	2023	MindGraph Technologies Pvt. Ltd.	4 Lakh
2022-23	Nitish Kumar Routray	MCA	2023	Oditek Solutions Pvt. Ltd.	2.22 Lakh
2022-23	ABHISHEK SWAIN	MCA	2023	Oditek Solutions Pvt. Ltd.	2.22 Lakh
2022-23	Smruti Ranjita Sahoo	MCA	2023	RechargeKit Communications Pvt. Ltd.	3 Lakhs – 4.5 Lakhs
2022-23	Smrutiprangya Sahoo	MCA	2023	RechargeKit Communications Pvt. Ltd.	3 Lakhs – 4.5 Lakhs
2022-23	DEEPAK KUMAR GOUDA	MCA	2023	RechargeKit Communications Pvt. Ltd.	3 Lakhs – 4.5 Lakhs
2022-23	GEETANJALI MISHRA	MCA	2023	RechargeKit Communications Pvt. Ltd.	3 Lakhs – 4.5 Lakhs

2022-23	ABHIRAM DALAI	MCA	2023	StayinFront India Pvt. Ltd.	180,000 + 50, 000(anniversary bonus) 50,000 will be paid every year.
2022-23	PRIYABRATA NAYAK	MCA	2023	StayinFront India Pvt. Ltd.	180,000 + 50, 000(anniversary bonus) 50,000 will be paid every year.
2022-23	SOMYA BHARATI SWAIN	MCA	2023	StayinFront India Pvt. Ltd.	180,000 + 50, 000(anniversary bonus) 50,000 will be paid every year.
2022-23	RASHMI RANJAN PANDA	MCA	2023	StayinFront India Pvt. Ltd.	180,000 + 50, 000(anniversary bonus) 50,000 will be paid every year.
2022-23	VARSHA RANI MULLICK	MCA	2023	StayinFront India Pvt. Ltd.	180,000 + 50, 000(anniversary bonus) 50,000 will be paid every year.
2022-23	SURYAKANT BARIK	MCA	2023	StayinFront India Pvt. Ltd.	180,000 + 50, 000(anniversary bonus) 50,000 will be paid every year.
2022-23	Binayak Sahoo	MCA	2023	VIS Network Pvt. Ltd.	2.4- 3 Lakh
2022-23	Subhashree subhasmita pradhan	MCA	2023	VIS Network Pvt. Ltd.	2.4- 3 Lakh
2022-23	RAHUL SATAPATHY	MCA	2023	Yusata Infotech Private Limited	2.46 Lakh
2022-23	BHABANI SANKAR SAHOO	MCA	2023	Yusata Infotech Private Limited	2.46 Lakh
2022-23	AKASH PATTANAYAK	MCA	2023	Yusata Infotech Private Limited	2.46 Lakh
2022-23	Suraj Biswas	MCA	2023	Yusata Infotech Private Limited	2.46 Lakh
2022-23	AMIT GHOSHAL	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	Balaram Swain	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	Bikas Jhankar	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	Dinesh Sharma	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	Prabin Kumar Bisoyi	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	PRATYUSH KUMAR MOHANTY	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs

2022-23	RAJESH KUMAR PRADHAN	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	RASHMI RANJAN DAS	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	RASHMI RANJAN DAS	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	SAGAR KUMAR YADAV	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	SANGRAM PRADHAN	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	SANKET ACHARYA	MECH	2023	Gannon Dunkerley & Co.Ltd.	3.7 Lakhs
2022-23	RASHMI RANJAN DAS	MECH	2023	IOTL	3.5 Lakhs
2022-23	Bikas Jhankar	MECH	2024	Muvro Technologies	2 Lakhs
2022-23	Utkarsh Singh	MECH	2023	Muvro Technologies	2 Lakhs
2022-23	MANMOHAN MAHANTA	MECH	2023	Muvro Technologies Ltd	2 Lakhs
2022-23	ABHISHEK RAY	MECH	2023	Ralson Tyre	3 Lakhs
2022-23	ASWINI KUMAR SAHU	MECH	2023	Ralson Tyre	3 Lakhs
2022-23	Ayush Hali	MECH	2023	Ralson Tyre	3 Lakhs
2022-23	Prabhuprabina Swain	MECH	2023	Ralson Tyre	3 Lakhs
2022-23	ABHISEK MOHANTY	MECH	2023	Shyam Metalics and Energy	3.6 Lakhs
2022-23	BRUNDABAN DALEI	MECH	2023	Shyam Metalics and Energy	3.6 Lakhs
2022-23	DURGA PRASAD BHAL	MECH	2023	Shyam Metalics and Energy	3.6 Lakhs
2022-23	RAJESH KUMAR SAMAL	MECH	2023	Shyam Metalics and Energy	3.6 Lakhs
2022-23	RASHMI RANJAN DAS	MECH	2023	Shyam Metalics and Energy	3.6 Lakhs
2022-23	Swastik Prusty	MECH	2023	Shyam Metalics and Energy	3.6 Lakhs
2022-23	Utkarsh Singh	MECH	2023	Shyam Metalics and Energy	3.6 Lakhs
2022-23	ABHINASH JENA	MECH	2023	Taxtron Technologies Ltd.	3.6 Lakhs
2022-23	MD SAHIL	MECH	2023	Taxtron Technologies Ltd.	3.6 Lakhs
2022-23	SANGRAM PRADHAN	MECH	2023	Taxtron Technology Limited	3.6 Lakhs
2022-23	Souresh Chatterjee	MECH	2023	Textron Technologies Ltd.	3.6 Lakhs
2021-22	Abinash Panda	ETC	2022	Auxiliobits	3 Lakh
2021-22	Soumya Ranjan Rout	ETC	2022	Auxiliobits	3 Lakh
2021-22	Subha Sankar Senapati	ETC	2022	Auxiliobits	3 Lakh
2021-22	Shefali Priyadarshini	MBA	2022	Bookingjini	3.30 Lakh
2021-22	Subasish Sinha	MBA	2022	Bookingjini	3.30 Lakh
2021-22	Satabdi Priyadarshini Barik	MBA	2022	Bookingjini	3.30 Lakh
2021-22	Soumya Ranjan Badu	MBA	2022	Bookingjini	3.30 Lakh

2021-22	Dhiraj Kumar Singh	CSE	2022	Bureau Veritas(India) Pvt. Ltd.	3.2 Lakhs
2021-22	Anupam Khandual	MCA	2022	Bureau Veritas(India) Pvt. Ltd.	3.2 Lakh
2021-22	Akanksha Das	CSE	2022	Caliber Techologies	4 Lakhs
2021-22	Rudradev Panda	CSE	2022	Caliber Techologies	4 Lakhs
2021-22	Tanushree Mahato	CSE	2022	Caliber Techologies	4 Lakhs
2021-22	Himanshu Sekhar Barik	CIVIL	2022	Capgemini	4 Lakhs
2021-22	Ankita Singh	CSE	2022	Capgemini	4 Lakhs
2021-22	Debiprasad Das	CSE	2022	Capgemini	4 Lakhs
2021-22	Jingyanshu Ranjan Rautaray	CSE	2022	Capgemini	4 Lakhs
2021-22	Jyoti Prakash Chiranjiv	CSE	2022	Capgemini	4 Lakhs
2021-22	Jyoti Ranjan Sahoo	CSE	2022	Capgemini	4 Lakhs
2021-22	Manisha Khatua	CSE	2022	Capgemini	4 Lakhs
2021-22	Monalisa Nag	CSE	2022	Capgemini	4 Lakhs
2021-22	Rishav Kumar Singh	CSE	2022	Capgemini	4 Lakhs
2021-22	S Sai Sivanee	CSE	2022	Capgemini	4 Lakhs
2021-22	Sai Samikshya Mahapatra	CSE	2022	Capgemini	4 Lakhs
2021-22	Summi Kumari	CSE	2022	Capgemini	4 Lakhs
2021-22	Surya Prativa Nayak	CSE	2022	Capgemini	4 Lakhs
2021-22	Sweta Suman Mohanty	ETC	2022	Capgemini	4 Lakhs
2021-22	Kona Harish Kumar	ETC	2022	Capgemini	4 Lakhs
2021-22	Anwesha Anurakta	ETC	2022	Capgemini	4 Lakhs
2021-22	Sarfi Taqwin	ETC	2022	Capgemini	4 Lakhs
2021-22	Sumit Mishra	ETC	2022	Capgemini	4 Lakhs
2021-22	Padmoja Pradhan	ETC	2022	Capgemini	4 Lakhs
2021-22	Tanmay Kumar Mishra	ETC	2022	Capgemini	4 Lakhs
2021-22	Pritish Kumar Nanda	ETC	2022	Capgemini	4 Lakhs
2021-22	Aprajeeta Singh	IT	2022	Capgemini	4 Lakhs
2021-22	Rabinarayan Patra	MCA	2022	Capgemini	4 Lakhs
2021-22	Sourabh Kumar Jena	ETC	2022	Capgemini	4 Lakhs
2021-22	Aparajita Panda	MCA	2022	CBNITS India Pvt. Ltd.	3.6 Lakh
2021-22	Dibyakanta Barik	MCA	2022	CBNITS India Pvt. Ltd.	3.6 Lakh
2021-22	P.Sonia Patro	CSE	2022	Centelon	5.2 lakhs
2021-22	Ganesh Soren	CSE	2022	Centelon	5.2 lakhs
2021-22	Shakti Prasad Sahoo	CSE	2022	Centelon	5.2 lakhs
2021-22	Ankita Roul	ETC	2022	Centelon	5.2 lakhs
2021-22	Sameer Kumar Patra	ETC	2022	Centelon	5.2 lakhs
2021-22	Biswajit Satpathy	MCA	2022	Chubb Limited	5.8 Lakhs
2021-22	Bikash Kumar Roul	MCA	2022	Chubb Limited	5.8 Lakhs
2021-22	Amrita Das	MCA	2022	Chubb Limited	5.8 Lakhs
2021-22	Rudranarayan Dhal	CSE	2022	CleverTap	12 lakhs
2021-22	Amlan Kumar Nandy	CSE	2022	Clumio	36.7 Lakhs

2021-22	Anindita Sarangi	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Adarsh Dhir	CSE	2022	Cognizant	4 Lakhs
2021-22	Rahul Mahato	CSE	2022	Cognizant	4 Lakhs
2021-22	Anchal Mohapatra	ETC	2022	Cognizant	4 Lakhs
2021-22	Omananda Arya	ETC	2022	Cognizant	4 Lakhs
2021-22	Sibasish Sethy	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Aditya Ashutosh Narayan	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Sarada Prasad Jena	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Prateek Priyadarshi	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Susmita Jena	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Swayam Prava Pradhan	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Abantika Nayak	CIVIL	2022	Cognizant	4 Lakhs
2021-22	Amiya Palai	CSE	2022	Cognizant	4 Lakhs
2021-22	Ashish Kumar Jena	CSE	2022	Cognizant	4 Lakhs
2021-22	Ashish Kumar Mohapatra	CSE	2022	Cognizant	4 Lakhs
2021-22	Ashish Ranjan	CSE	2022	Cognizant	4 Lakhs
2021-22	Durgasish Mishra	CSE	2022	Cognizant	4 Lakhs
2021-22	Jaydeep Ghatuary	CSE	2022	Cognizant	4 Lakhs
2021-22	Keshav Pandey	CSE	2022	Cognizant	4 Lakhs
2021-22	Lal Krishna Nayak	CSE	2022	Cognizant	4 Lakhs
2021-22	Medha Singh	CSE	2022	Cognizant	4 Lakhs
2021-22	Sagar Bindu Dash	CSE	2022	Cognizant	4 Lakhs
2021-22	Satya Suman Dash	CSE	2022	Cognizant	4 Lakhs
2021-22	Sk Nizamuddin	CSE	2022	Cognizant	4 Lakhs
2021-22	Smruti Das	CSE	2022	Cognizant	4 Lakhs
2021-22	Sobhan Dash	CSE	2022	Cognizant	4 Lakhs
2021-22	Soumya Ranjan Dalai	CSE	2022	Cognizant	4 Lakhs
2021-22	Suman Sourav Prusty	CSE	2022	Cognizant	4 Lakhs
2021-22	Sunaina Mohapatra	CSE	2022	Cognizant	4 Lakhs
2021-22	Shoaib Akhter	ETC	2022	Cognizant	4 Lakhs
2021-22	Aman Kumar Singh	IT	2022	Cognizant	4 Lakhs
2021-22	Manbesh Mohanty	IT	2022	Cognizant	4 Lakhs
2021-22	Shreya Bharti	IT	2022	Cognizant	4 Lakhs
2021-22	Alok Kumar Behera	MCA	2022	Cognizant	4 Lakhs
2021-22	Geetikrishna Panda	MCA	2022	Cognizant	4 Lakhs
2021-22	Anmol Mishra	MECH	2022	Cognizant	4 Lakhs
2021-22	Atul Kumar	MECH	2022	Cognizant	4 Lakhs
2021-22	Bikash Kumar Pati	MECH	2022	Cognizant	4 Lakhs
2021-22	Souvic Roy	MECH	2022	Cognizant	4 Lakhs
2021-22	Rajashree Sahoo	CSE	2022	Convergent Technologies	3.5 Lakhs
2021-22	Pummi Prakash	CSE	2022	Convergent Technologies	3.5 Lakhs
2021-22	Ajit Kumar Bhutia	ETC	2022	Convergent Technologies	3.5 Lakh
2021-22	Durga Thakur	ETC	2022	Convergent Technologies	3.5 Lakh
2021-22	Abhijit Prusty	MCA	2022	Convergent Technologies	3.5 Lakhs

2021-22	Swetapadma Das	CSE	2022	Convergent Technologies	3.5 Lakhs
2021-22	Dibya Ranjan Barik	CSE	2022	CSM Technologies	3 Lakhs
2021-22	Jyoti Prava Nayak	CSE	2022	CSM Technologies	3 Lakhs
2021-22	Neha Samantray	CSE	2022	CSM Technologies	3 Lakhs
2021-22	Priyanka Nanda	CSE	2022	CSM Technologies	3 Lakhs
2021-22	Subharanjan Mohanty	CSE	2022	CSM Technologies	3 Lakhs
2021-22	Ankita Rout	IT	2022	CSM Technologies	3 Lakhs
2021-22	Swayanshu Satyapragnya	MCA	2022	CSM Technologies	3 Lakhs
2021-22	Abhisek Ranasingh	MCA	2022	CSM Technologies	3 Lakhs
2021-22	Sandeep Kumar Behera	MCA	2022	CSM Technologies	3 Lakhs
2021-22	Subham Prusty	MCA	2022	CSM Technologies	3 Lakhs
2021-22	Taison Nayak	CSE	2022	CSS Corp.	3.2 Lakhs
2021-22	Subrat Mohanty	ETC	2022	CSS Corporation	3.2 Lakh
2021-22	Shubham Keshri	CSE	2022	Daffodil Software	5 Lakhs
2021-22	Subham Kumar Behera	MCA	2022	Daffodil Software	5 Lakh
2021-22	Satabdi Milan Beura	CSE	2022	Databeat Consulting Pvt. Ltd.	5 Lakhs
2021-22	Ananya Dash	CSE	2022	Databeat Consulting Pvt. Ltd.	5 Lakhs
2021-22	Avi Kumar	CSE	2022	Deloitte	12 Lakhs
2021-22	Aman Akash	EEE	2022	Deloitte	4.5 Lakhs
2021-22	Shubham Kumar Patro	ETC	2022	Deloitte	2.5 Lakhs
2021-22	Akshita	IT	2022	Deloitte	4.5 Lakhs
2021-22	Rahul Biswal	ETC	2022	Digit Insurance	4 Lakhs
2021-22	Aditya Kumar	CIVIL	2022	ELEATIONS	3.2 Lakhs
2021-22	Nitesh Kumar	MECH	2022	ELEATIONS	3.2 Lakhs
2021-22	Shubham Kumar Singh	EEE	2022	Ericssion	4.5 Lakhs
2021-22	Padmaja Ghosh	CIVIL	2022	Euclid Innovations Pvt. Ltd.	4 Lakhs
2021-22	Biswajit Biswal	CIVIL	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Shibananda Sahoo	CIVIL	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Subhadarsini Mohapatra	CIVIL	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Ritesh Kumar	CIVIL	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Lopamudra Swain	CSE	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	B. Basudeb Patra	IT	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Gourav Sonwaney	MECH	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Hara Prasad Hembram	MECH	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Shiv Sundar Jena	MECH	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Soumya Ranjan Sahoo	MECH	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs

2021-22	Pritam Jena	MECH	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Rahul Kumar Shaw	MECH	2022	Euclid Innovations Pvt. Ltd.	3.1 Lakhs
2021-22	Lopamudra Sahoo	CSE	2022	Euclid Innovations Pvt. Ltd.	3.5 Lakhs
2021-22	Pragatika Satapathy	CSE	2022	Euclid Innovations Pvt. Ltd.	4 Lakhs
2021-22	Ankita Palai	CIVIL	2022	Euclid Innovations Pvt. Ltd.	3 Lakhs
2021-22	Abhishek Rout	CIVIL	2022	Euclid Innovations Pvt. Ltd.	5.5 lakhs
2021-22	Abhisek Das	EE	2022	Evosys	4.5 Lakhs
2021-22	Amlan Kumar Das	MBA	2022	Extramarks Education India Pvt. Ltd	3-4.5 Lakh
2021-22	Subham Bhattacharjee	MBA	2022	Extramarks Education India Pvt. Ltd	3-4.5 Lakh
2021-22	Abanish Muduli	CSE	2022	Gyansys	4.5 Lakhs
2021-22	Anjali Minz	CSE	2022	Gyansys	4.5 Lakhs
2021-22	Subhadarshini Samantaray	CSE	2022	Gyansys	4.5 Lakhs
2021-22	Bhabani Shankar Nayak	CSE	2022	Gyansys	2.7 Lakhs
2021-22	Mohan P.Mandal	CSE	2022	Gyansys	3 Lakhs
2021-22	Choudhuri Subhankar Das	CSE	2022	HCL Technologies	4.75 Lakhs
2021-22	Jayakrushna Rout	CSE	2022	HCL Technologies	4.75 lakhs
2021-22	Kumar Gourav	CSE	2022	HCL Technologies	4.75 Lakhs
2021-22	Satya Prakash Mohanty	CSE	2022	HCL Technologies	4.75 Lakhs
2021-22	Sudip Sahu	EEE	2022	HCL Technologies	4.75 Lakhs
2021-22	Sarba Jeet Singh	IT	2022	HCL Technologies	4.75 Lakhs
2021-22	Sarvesh Kumar	ETC	2022	HCL Technology	4.75 Lakhs
2021-22	Jyotiranjan Sahoo	CSE	2022	IBM	4.5 lakhs
2021-22	Sanober Yousuf	MCA	2022	IBM	4.5 Lakh
2021-22	Sonali Sia	MCA	2022	IBM	4.5 Lakh
2021-22	Laxmipriya Kar	MBA	2022	ICICI Bank	3.5 Lakh
2021-22	Soumya Ranjan Das	IT	2022	ICICI Bank	3.5 Lakhs
2021-22	Monica Das	MBA	2022	ICICI Bank	3.5 Lakh
2021-22	K Sai Praneeta	MBA	2022	ICICI Bank	3.5 Lakh
2021-22	Abhishek Parida	MECH	2022	ICICI Bank	3.5 Lakhs
2021-22	Biswajit Sahoo	MECH	2022	ICICI Bank	3.5 Lakhs
2021-22	Debasmita Mohanty	MBA	2022	ICICI Bank	3.5 Lakh
2021-22	Chiranjibi Sahoo	MBA	2022	ICICI Bank	3.5 Lakh
2021-22	Prasanjit Ray	MBA	2022	IndiaMart Pvt. Ltd.	3.30 Lakh
2021-22	Biswajit Behera	MBA	2022	IndiaMart Pvt. Ltd.	3.30 Lakh
2021-22	Subham Bhattacharjee	MBA	2022	IndiaMart Pvt. Ltd.	3.30 Lakh
2021-22	Swadhin Saurav Narendra	MBA	2022	IndiaMart Pvt. Ltd.	2.5- 3 Lakh

2021-22	Chinmaya Sahoo	MBA	2022	IndiaMart Pvt. Ltd.	2.5- 3 Lakh
2021-22	Maheswari Beura	MBA	2022	IndiaMart Pvt. Ltd.	2.5- 3 Lakh
2021-22	Amit Kumar Mishra	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Amit Kumar Panda	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Animes Das	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Kishan Singh	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Kuldeep Saha	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Pravash Kumar Das	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Sai Gourav Patra	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Sanjaya Kumar Sahu	MECH	2022	Indian Oil Adani Ventures	4 Lakhs
2021-22	Amar Kumar	EE	2022	Info gain	4 Lakhs
2021-22	Mohammed Ehtesham	EEE	2022	Info gain	4 Lakhs
2021-22	Satya Ranjan Sahoo	CSE	2022	Infogain	4 Lakhs
2021-22	Subha Ranjan Sahoo	CSE	2022	Infogain	4 Lakhs
2021-22	Danish Quamar Khan	CSE	2022	Infrasoft Pvt. Ltd	5 Lakhs
2021-22	Uttam Kumar Nayak	MCA	2022	Instasafe	2Lakh
2021-22	Apoorva Nayak	CSE	2022	Instasafe	3.1 Lakhs
2021-22	Rajat Kumar Pati	CSE	2022	Instasafe	3.5 Lakhs
2021-22	Ankit Bhuyan	CSE	2022	Intellect Design	5 Lakhs
2021-22	Dibya Prakash Prusty	CSE	2022	Intellect Design	5 Lakhs
2021-22	Dinesh Jena	CSE	2022	Intellect Design	5 Lakhs
2021-22	Pallavi Pattnaik	CSE	2022	Intellect Design	5 Lakhs
2021-22	Piyashree Biswas	CSE	2022	Intellect Design	5 Lakhs
2021-22	Tushar Ranjan Nayak	CSE	2022	Intellect Design	5 Lakhs
2021-22	Ummul Wara	CSE	2022	Intellect Design	5 Lakhs
2021-22	Aurpita Swain	CSE	2022	iOPEX Technology	4 Lakhs
2021-22	Simrita Mishra	IT	2022	iOPEX Technology	4 Lakhs
2021-22	Tarak Swain	MCA	2022	iOPEX Technology	4 Lakh
2021-22	Nitish Kumar Swain	CSE	2022	IServeU Technology	4 Lakhs
2021-22	Subrat Swain	ETC	2022	IServeU Technology	4 Lakhs
2021-22	Vishal Kumar Mishra	ETC	2022	IServeU Technology	3.5 Lakh
2021-22	Abinash Kar	ETC	2022	IServeU Technology	3.5 Lakh
2021-22	Akash Kumar	CSE	2022	IServeU Technology	3.5 Lakhs
2021-22	Ayush Sharma	CSE	2022	IServeU Technology	3.5 Lakhs
2021-22	Jayadev Jena	CSE	2022	IServeU Technology	3.5 Lakhs

2021-22	Pratikshya Das	CSE	2022	IServeU Technology	3.5 Lakhs
2021-22	Sushree Satabdi Mohanty	CSE	2022	IServeU Technology	3.5 Lakhs
2021-22	Abhijit Dash	MCA	2022	IServeU Technology	3.2Lakh
2021-22	Sonalika Sahoo	MCA	2022	IServeU Technology	3.2Lakh
2021-22	Rajesh Kumar Pathak	MCA	2022	IServeU Technology	3.2Lakh
2021-22	Kunal Kumar	MCA	2022	IServeU Technology	3.2Lakh
2021-22	Priyanshu Pattnaik	MCA	2022	IServeU Technology	3.2Lakh
2021-22	Sudipta Acharya	CSE	2022	IServeU Technology	3 Lakhs
2021-22	Arpita Shukla	BIOTECH	2022	Jeeva Organic	3.5 Lakhs
2021-22	Subrankita Mishra	BIOTECH	2022	JEEVE Organic Pvt. Ltd.	3.2Lakh
2021-22	Biswajit Behera	MBA	2022	JustDial	2.04 Lakhs
2021-22	Monica Das	MBA	2022	JustDial	2.04 Lakhs
2021-22	Shek Allauddin	MBA	2022	JustDial	2.04 Lakhs
2021-22	Sasanka Sekhar Sahoo	MBA	2022	JustDial	2.04 Lakhs
2021-22	Rajesh Biswal	MBA	2022	JustDial	2.04 Lakhs
2021-22	Chandan Kumar Behera	EE	2022	Kusters Engineering India	2.04 Lakhs
2021-22	Sourav Nath	EE	2022	Kusters Engineering India	2.04 Lakhs
2021-22	Supriya Pradhan	CSE	2022	LivNSense Technologies	5 Lakhs
2021-22	Barsa Priyadarshini Samal	CIVIL	2022	Make My House	3.2 Lakhs
2021-22	Abhisek Behera	CIVIL	2022	Make My House	3.2 Lakhs
2021-22	Ankita Das	CIVIL	2022	Make My House	3.2 Lakhs
2021-22	Shreebastab Swain	CIVIL	2022	Make My House	3.2 Lakhs
2021-22	Nikita Mohanty	CIVIL	2022	Make My House	3.2 Lakhs
2021-22	Bishal Acharya	CSE	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Diksha Prasad	CSE	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Rojalin Nayak	CSE	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Sandeep Kumar Rana	CSE	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs

2021-22	Swarup Mishra	CSE	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Vivekanand Patnaik	CSE	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Swayam Prakash Patnaik	ETC	2022	Mothersonsumi Infotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Prasanjeet Biswal	ETC	2022	Mothersonsumi Infotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Soumyaranjan Routray	MCA	2022	Mothersonsumi Infotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Santu Mandal	MECH	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Manish Sinha	MECH	2022	MothersonSumi INfotech & Designs Ltd. (MIND)	3.75 Lakhs
2021-22	Nikhil Kumar	IT	2022	Mphasis	3.2 Lakhs
2021-22	B. Sravan Kumar	EEE	2022	Mphasis	4 Lakhs
2021-22	Abhishek Kumar	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Amit Kumar Singh	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Ankita Bhuyan	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Khyati Choubey	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Niharika Das	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Prabhash Ranjan Raut	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Shahjada E Saqualain	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Sipra Sahoo	CSE	2022	Mphasis	2.5 Lakhs
2021-22	Abhishek Sharma	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Anuska Panda	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Arijit Mohapatra	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Barkha Soni	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Varsha Char Modak	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Abhishek Kumar	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Ankita Jena	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Tusar Mohanty	ETC	2022	Mphasis	2.5 Lakhs
2021-22	Dharani Dhar Sahoo	IT	2022	Mphasis	2.5 Lakhs
2021-22	Sai Subhashree	IT	2022	Mphasis	2.5 Lakhs
2021-22	Swarnika Rout	MCA	2022	Mphasis	2.5 Lakhs
2021-22	Biswajyoti Singh	MCA	2022	Mphasis	2.5 Lakhs
2021-22	Lipsarani Pradhan	MCA	2022	Mphasis	2.5 Lakhs

2021-22	Diptimayee Parida	MBA	2022	Muthoot Finance	2.5 Lakh(post training module completion- 3 months)- 3.25Lakh
2021-22	Bapuji Biswabandhan Biswal	MBA	2022	Muthoot Finance	2.5 Lakh(post training module completion- 3 months)- 3.25Lakh
2021-22	Akshay Kumar Tudu	MBA	2022	Muthoot Finance	2.5 Lakh(post training module completion- 3 months)- 3.25Lakh
2021-22	Chiranjiv Ray	MECH	2022	Muvro Technologies	3.25Lakh
2021-22	Manas Ranjan Rout	MECH	2022	Muvro Technologies	3.25Lakh
2021-22	Rakesh Sasmal	MECH	2022	Muvro Technologies	3.25Lakh
2021-22	Milli Majhi	MBA	2022	MyFirstXP (Zolostays Property Solutions Pvt. Limited)	2.5 Lakh(post training module completion- 3 months)- 3.25Lakh
2021-22	B. Saujanya	MBA	2022	MyFirstXP (Zolostays Property Solutions Pvt. Limited)	2.5 Lakh(post training module completion- 3 months)- 3.25Lakh
2021-22	Shubham Kumar	CSE	2022	Nagarro	2.5 Lakh(post training module completion- 3 months)- 3.25Lakh
2021-22	Jotiraj Majhi	CSE	2022	Netprophets Pvt. Ltd.	2.5 Lakh(post training module completion- 3 months)- 3.25Lakh
2021-22	Nikhil Kumar Bisoi	CSE	2022	Netprophets Pvt. Ltd.	2.5 Lakh
2021-22	Satya Suruchi	MCA	2022	Netprophets Pvt. Ltd.	2.5 Lakh
2021-22	Subhashree Subhadarsini Parida	MCA	2022	Netprophets Pvt. Ltd.	2.5 Lakh
2021-22	Swatirekha Patra	MCA	2022	Netprophets Pvt. Ltd.	2.5- 3 Lakh
2021-22	Amiya Ranjan Swain	EE	2022	Osmosys	3 Lakhs
2021-22	Rishav Kumar	EE	2022	Osmosys	3 Lakhs
2021-22	Rudra Prasad Nayak	EEE	2022	Osmosys	3 Lakhs
2021-22	Satya Pratik Patra	CIVIL	2022	Practo	3Lakh
2021-22	Monalisha Priyadarshini	CIVIL	2022	Practo	3Lakh

2021-22	Gouri Rani	CIVIL	2022	Practo	3 Lakhs
2021-22	Abhishek Singh	CIVIL	2022	Practo	3 Lakhs
2021-22	Anshuman Ray	CIVIL	2022	Practo	3Lakh
2021-22	Ayush Kumar Singh	CIVIL	2022	Practo	3Lakh
2021-22	Dipra Bardhan	CSE	2022	Practo	3 Lakhs
2021-22	Sucheta Krupalini Moharana	CSE	2022	Practo	3 Lakhs
2021-22	Amisha Singh	ETC	2022	PRACTO	3 Lakhs
2021-22	Riya Majumdar	ETC	2022	PRACTO	3 Lakhs
2021-22	Tejaswini Behera	ETC	2022	PRACTO	3 Lakhs
2021-22	Mohammad Amman Khan	CSE	2022	Process map	4.5 Lakhs
2021-22	Ansuman Acharya	EE	2022	Process map	3.30 Lakh
2021-22	Priyabrata Sethy	EEE	2022	Process map	4 Lakhs
2021-22	Sakshi Bhardwaj	CSE	2022	ProcessMap	4.75 lakhs
2021-22	Trilochan Sahoo	CSE	2022	ProcessMap	4 Lakhs
2021-22	Kuldeep Kumar Singh	CSE	2022	Pubmatic India	4 Lakh
2021-22	Biswajit Patra	EE	2022	Process map	4 Lakhs
2021-22	Sai Swaroop Sahu	EE	2022	Process map	4 Lakhs
2021-22	Susobhan Sethi	ETC	2022	Process map	4 Lakhs
2021-22	Sk Asif Ali	EEE	2022	Process map	4 Lakhs
2021-22	Sanjay Mishra	MCA	2022	Quest Global	4 Lakhs
2021-22	Anjali Kumari	CSE	2022	Quest Global	4.5 Lakhs
2021-22	Biswajit Sahoo	CSE	2022	Quest Global	2.7 Lakhs
2021-22	Lushna Samantaray	CSE	2022	Quest Global	2.7 Lakhs
2021-22	Rasesh Das	CSE	2022	Quest Global	2.7 Lakhs
2021-22	Subhashree Panda	CSE	2022	Quest Global	2.7 Lakhs
2021-22	Akshat Sidharth	EEE	2022	Quest Global	2.7 Lakhs
2021-22	Jugant Jogit Mishra	ETC	2022	Quest Global	2.7 Lakhs
2021-22	Raushan Kumar	ETC	2022	LivNSense Technologies	2.7 Lakhs
2021-22	Mohammad Faizan Akhter	ETC	2022	Quest Global	2.7 Lakhs
2021-22	Rahul Kumar	ETC	2022	Quest Global	2.7 Lakhs
2021-22	Suraj Dutta	ETC	2022	Quest Global	2.7 Lakhs
2021-22	Pradyumna Kumar Mohapatra	IT	2022	Quest Global	2.7 Lakhs
2021-22	Priyajit Rath	MCA	2022	Quest Global	2.7 Lakhs
2021-22	Barsha Devgoswami	MCA	2022	Quest Global	2.7 Lakhs
2021-22	Abhishek Gochhayat	CIVIL	2022	Roter Lehmann Partner India Pvt. Ltd.	3 Lakhs
2021-22	Somanath Samal	MECH	2022	RDC Concrete	3 Lakhs
2021-22	Arpit Abhishek Mohanty	CSE	2022	Relevance Lab	3 Lakh
2021-22	Soumyakant Tripathy	CSE	2022	Relevance Lab	3 Lakh
2021-22	Bibek Sundaray	EE	2022	Relevance Lab	3 Lakh
2021-22	Subhasish Mohapatra	EEE	2022	Rialto Enterprises Private Limited	3 Lakh
2021-22	Soumya Praksh Mishra	EE	2022	Rialto Enterprises Private Limited	3 Lakh

2021-22	Dwiti Krishna Sethy	CIVIL	2022	Roter Lehmann Partner India Pvt. Ltd.	3 Lakhs
2021-22	Dinesh Kumar Sethi	CIVIL	2022	Roter Lehmann Partner India Pvt. Ltd.	3 Lakhs
2021-22	Somya Rani Sahoo	CIVIL	2022	Roter Lehmann Partner India Pvt. Ltd.	3 Lakhs
2021-22	Meghna Priyadarshani	CIVIL	2022	Roter Lehmann Partner India Pvt. Ltd.	3 Lakhs
2021-22	Pratyush Kumar Roy	CIVIL	2022	Roter Lehmann Partner India Pvt. Ltd.	5.5 lakhs
2021-22	Rasmi Ranjan Sahoo	MECH	2022	RSB Group	3Lakh
2021-22	Subrata Kumar Jena	CIVIL	2022	SM CONSULTANCY	5.5 lakhs
2021-22	Tanmay Kumar Bhuyan	CIVIL	2022	SM CONSULTANCY	5.5 lakhs
2021-22	Bharatendu Nayak	CIVIL	2022	SM CONSULTANCY	5.5 lakhs
2021-22	Chinmaya Bisoi	CIVIL	2022	SM CONSULTANCY	5.5 lakhs
2021-22	Manashi Majhi	CSE	2022	SPARC	3.1 Lakhs
2021-22	Rajesh Ranjan	CSE	2022	SPARC	3.1 Lakhs
2021-22	Subhransu Sekhara Behera	CSE	2022	SPARC	3.1 Lakhs
2021-22	Simran Behera	ETC	2022	Spikewell	4 Lakhs
2021-22	Smruti Smita Priyadarshini	ETC	2022	Spikewell	4 Lakhs
2021-22	Ashirbad Behera	CSE	2022	Squareboat	3 Lakhs
2021-22	Abhishekh Partihari	MBA	2022	Star Union Daichi Life Insurance	3 Lakhs
2021-22	Abhishek Mishra	MBA	2022	Star Union Daichi Life Insurance	3 Lakhs
2021-22	Sipra Parida	MCA	2022	Svaya Robotics Pvt. Ltd.	2.5 Lakhs
2021-22	Aditya Ashutosh	CSE	2022	TCG Digital	2.5 Lakhs
2021-22	Baisali Das	CSE	2022	TCG Digital	2.5 Lakhs
2021-22	Debasish Panda	CSE	2022	TCG Digital	2.5 Lakhs
2021-22	Nandish Mohanty	CSE	2022	TCG Digital	2.5 Lakhs
2021-22	Sanket Bishoi	CSE	2022	TCG Digital	2.5 Lakhs
2021-22	Sounak Kumar Dash	CSE	2022	TCG Digital	2.5 Lakhs
2021-22	Surjeet Panigrahi	CSE	2022	TCG Digital	2.5 Lakhs
2021-22	Heem Ananya Tanti	CSE	2022	TCS	1.8 Lakhs
2021-22	Shourya Kumar Jha	CSE	2022	TCS	4.8 Lakh
2021-22	Subham Sinha	ETC	2022	TCS	4.8 Lakh
2021-22	Debajyoti Das	IT	2022	TCS	4.8 Lakh
2021-22	S Tushar	IT	2022	TCS	4.8 Lakh
2021-22	Vivek Kumar	IT	2022	TCS	4.8 Lakh
2021-22	Sritapa Das	MCA	2022	TCS	4.8 Lakh
2021-22	Bijayalaxmi Behera	MCA	2022	TCS	4.8 Lakh

2021-22	Priti Ranjan Barik	MCA	2022	TCS	4.8 Lakh
2021-22	Samikshya Sahu	MCA	2022	TCS	4.8 Lakh
2021-22	Ayeshkant Lenka	CSE	2022	Tech Mahindra	4.5 Lakhs
2021-22	Dibya Ranjan Behera	IT	2022	Tech Mahindra	4.5 Lakhs
2021-22	Sidhartha Acharya	IT	2022	Tech Mahindra	4.5 Lakhs
2021-22	Swastik Swagatam	IT	2022	Tech Mahindra	4.5 Lakhs
2021-22	Satyajeet Nayak	MCA	2022	Tech Mahindra	4.5 Lakhs
2021-22	Ayush Pandey	CSE	2022	Tetrasoft	3.65 Lakhs
2021-22	Subhamshree Mohanty	CSE	2022	Tetrasoft	3.65 Lakhs
2021-22	Brutitapa Mishra	IT	2022	Tetrasoft	3.65 Lakh
2021-22	Jnanaranjan Mohapatra	MCA	2022	Tetrasoft	3.65 Lakhs
2021-22	Soumya Ranjan Patra	MCA	2022	Gyansys	3.65 Lakhs
2021-22	Linkan Raj Senapati	MCA	2022	Tetrasoft	3.65 Lakh
2021-22	Priyadarsini Panda	MCA	2022	Tetrasoft	3.65 Lakhs
2021-22	Lipsa Dash	CSE	2022	The Unique Culture	4Lakh
2021-22	Abhijit Patra	MCA	2022	TVM Signalling and Transportation Systems	3.25 lakhs
2021-22	Biswozeet Sahoo	MECH	2022	Utkarsh India Ltd.	3.25 Lakhs
2021-22	Dibyajyoti Mohanty	MBA	2022	Utkarsh Small Finance Bank	3.25 Lakhs
2021-22	Suryanaryan Das	MBA	2022	Utkarsh Small Finance Bank	3.25 Lakhs
2021-22	Ashutosh Sukla	MBA	2022	Utkarsh Small Finance Bank	3.25 Lakhs
2021-22	Diptimayee Dash	MBA	2022	Utkarsh Small Finance Bank	3.25 Lakh
2021-22	Sonal Shailja	IT	2022	Vassar Labs	4 Lakhs
2021-22	Abdul Aabid Khan	CSE	2022	Vassar Labs	4 Lakhs
2021-22	Nisha Choudhary	CSE	2022	Vassar Labs	4 Lakhs
2021-22	Ipsita Dash	IT	2022	Vassar Labs	4 Lakhs
2021-22	Satyaranjan Khuntia	ETC	2022	Wipro	3.5 Lakhs
2021-22	Heena Dey	BIOTECH	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Aman Raj	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Ashutosh Jena	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Chiranjibee Mohapatra	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Shubham Mishra	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Soumyashree Gouda	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Subhashree Mohapatra	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Swachi Sweta Behera	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Vikrant Singh	CSE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Kumar Abhisek	EEE	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Debjyoti Biswal	IT	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Dibyasmita Swain	IT	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Sofia Panda	IT	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Manish Bhagya Sagar	IT	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Yeshyeswi	IT	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Richa Kumari	IT	2022	Wipro(NTH)	3.5 Lakhs
2021-22	Aman Raj	MECH	2022	Wipro(NTH)	3.5 Lakhs

2021-22	Ekata Pradhan	ETC	2022	Yazaki India Pvt. Ltd	3.5 Lakhs
2021-22	Soumyaranjan Panigrahi	EE	2022	Yazaki India Pvt. Ltd.	3.5 Lakhs
2021-22	Deepak Kumar Sahu	EEE	2022	Yazaki India Pvt. Ltd.	3.5 Lakhs
2021-22	Suprava Parida	EEE	2022	Yazaki India Pvt. Ltd.	3.5 Lakhs
2021-22	Happy Mangaraj	EEE	2022	Yazaki India Pvt. Ltd.	3.5 Lakhs
2021-22	Subhashis Dash	EEE	2022	Yazaki India Pvt. Ltd.	3.5 Lakhs
2021-22	Bishal Ghosh	ETC	2022	Yazaki India Pvt. Ltd.	3.5 Lakhs
2021-22	Shreeya Mohanty	ETC	2022	Yazaki India Pvt. Ltd.	3.5 Lakhs
2021-22	Satya Brata Ojha	CSE	2022	Zensar	4.5 Lakhs
2021-22	Bongu Vaijayanthi	CSE	2022	ZIETA Technology	3.5 lakhs
2021-22	Prince Kumar	MCA	2022	ZIETA Technology	3.5 Lakhs
2021-22	Subhashree Behera	MCA	2022	ZIETA Technology	3.5 lakhs
2021-22	Abhisek Sahoo	MCA	2022	ZIETA Technology	3.5 lakhs
2021-22	Ayaskanta Behera	CSE	2022	Ziroh Labs	3 Lakhs
2021-22	Omprakash Nityananda Sahoo	CSE	2022	Ziroh Labs	3 Lakhs
2021-22	Salini Khuntia	CSE	2022	Ziroh Labs	3 Lakhs
2021-22	Nitish Agrawal	IT	2022	Ziroh Labs	3 Lakhs
2020-21	BIJETA PRADHAN	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	BISWAJIT RATH	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	LOKESH KUMAR DANSANA	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	NIKHIL AGRAWAL	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	PADMINI PRAGYANSINI BARAL	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	PRAGNYASMITA SAHOO	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	PRAVANJAN RAY	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	PUSPALATA ROUT	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	RITISH RANJAN PATRA	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	SATYABRATA SHARMA	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	SUMAN DHYANCHAND BEHERA	CIVIL	2021	Advance Infrastructure Ltd	2.6 Lakhs
2020-21	CHANDAN NAYAK	CIVIL	2021	K12 Techno Services Pvt Ltd Sutherland	2.8 Lakhs
2020-21	AKSHITA SAHOO	CIVIL	2021	K12 Techno Services Pvt Ltd Sutherland	2.8 Lakhs

2020-21	ANKIT KUMAR	CIVIL	2021	K12 Techno Services Pvt Ltd Sutherland	2.8 Lakhs
2020-21	BIBHU PRASAD DALAI	CIVIL	2021	K12 Techno Services Pvt Ltd Sutherland	2.8 Lakhs
2020-21	BISHAL SWAIN	CIVIL	2021	K12 Techno Services Pvt Ltd Sutherland	2.8 Lakhs
2020-21	CHINMAY SAHOO	CIVIL	2021	K12 Techno Services Pvt Ltd Sutherland	2.8 Lakhs
2020-21	KRUSHNA CHANDRA BHOI	CIVIL	2021	K12 Techno Services Pvt Ltd Sutherland	2.8 Lakhs
2020-21	PIYUS PAHI	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	PRATAP PATRA	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	PURNENDU SHEKHAR SAHOO	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	RASHMI REKHA MOHANTY	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	RITESH KUMAR NISHAD	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	SAGARIKA SAHOO	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	VAIBHAW RAJ	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	SANGRAM KUMAR NAYAK	CIVIL	2021	RASTER ENGINEERS	1.68 Lakhs
2020-21	A. DAVID JENA	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	AMRITRAJ DAS	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	ARPITA PRIYADARSHINEE	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	ASISH KUMAR SAHOO	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	AVILASH AICH	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	BHABANI SHANKAR MOHANTY	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	BISHAL BHUSAN HARICHANDAN	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	DIPTIMAYEE BEHERA	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	JAGANNATH CHOUDHURY	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	MAUSUMI MOHAPATRA	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	NISHIKANTA SAMANTSINHAR	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs
2020-21	PRAKASH KUMAR MAHALA	CIVIL	2021	SHRI RAM PANELS	2.5 Lakhs

2020-21	ROJALIN BEHERA	CIVIL	2021	SM CONSULTANCY	2.5 Lakhs
2020-21	SANDEEP CHANDRA DASH	CIVIL	2021	SM CONSULTANCY	2.5 Lakhs
2020-21	SAURAV MISHRA	CIVIL	2021	SM CONSULTANCY	2.5 Lakhs
2020-21	SWAYANSU SOUMYARANJAN BARIK	CIVIL	2021	SM CONSULTANCY	2.5 Lakhs
2020-21	VISHAL KUMAR	CIVIL	2021	SM CONSULTANCY	2.5 Lakhs
2020-21	ARQAM FARHAN	CIVIL	2021	Sutherland	2.5 Lakhs
2020-21	ASWINI KUMAR ROUT	CIVIL	2021	Sutherland	2.5 Lakhs
2020-21	BIBEKANANDA MAHALIK	CIVIL	2021	Sutherland	2.5 Lakhs
2020-21	H R SOUMYARANJAN PRADHAN	CIVIL	2021	Sutherland	2.5 Lakhs
2020-21	JAGAN MOHAN KHATUA	CIVIL	2021	Sutherland	2.5 Lakhs
2020-21	JANHABI SAMAL	CIVIL	2021	Sutherland	2.5 Lakhs
2020-21	SUBHAM SUBHADARSHEE SAHOO	CIVIL	2021	Sutherland	2.5 Lakhs
2020-21	SHAKTI PRASANNA DAS	CIVIL	2021	VEDANTU	4 Lakhs
2020-21	SHRADDHA SOPAN KALE	CIVIL	2021	VEDANTU	4 Lakhs
2020-21	SIDHARTHA BRAHMA	CIVIL	2021	VEDANTU	4 Lakhs
2020-21	STUTEE TULASI MOHANTY	CIVIL	2021	VEDANTU	4 Lakhs
2020-21	SUPRIYA PATTANAIK	CIVIL	2021	VEDANTU	4 Lakhs
2020-21	SWAYANSHU SAHOO	CIVIL	2021	VEDANTU	4 Lakhs
2020-21	ABHIJEET KUMAR NAYAK	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	ABHILIPSA SAMAL	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	AKASH MOHAPATRA	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	ANKITA PRIYADARSHINI SWAIN	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	ARPITA MULIA	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	AVASMINI DAS	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	CHINMAYA PATRA	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	HIMANSU SEKHAR GOUDA	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	MANISHA DAS	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	PRISITA PATEL	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	RAUSHAN KUMAR SINGH	CSE	2021	Apmosys Technologies	2 Lakhs
2020-21	BIJAYANANDA LENKA	CSE	2021	Bursys	2.56 lakhs
2020-21	DILAN NAYAK	CSE	2021	Bursys	2.56 lakhs
2020-21	SAHIL MAHAPATRA	CSE	2021	Bursys	2.56 lakhs

2020-21	SIPRA JENA	CSE	2021	Bursys	2.56 lakhs
2020-21	SUBHASHREE SUCHISMITA DAS	CSE	2021	Bursys	2.56 lakhs
2020-21	SUSHREE MOHANTY	CSE	2021	Bursys	2.56 lakhs
2020-21	ANKIT MOHAPATRA	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	DIBYANSHI PANDA	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	HRUSHIKES MOHANTA	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	LEENA PARIDA	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	NIRAKAR SAHOO	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	PIYUSH KUMAR	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	PREETAM KUMAR BEHERA	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	PREETI RAI	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	SIMRAN PRAHARAJ	CSE	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	AFAQUE ANWAR AZAD	CSE	2021	CleverTap	12 Lakhs
2020-21	ASIM ARBIND SAMAL	CSE	2021	CleverTap	12 Lakhs
2020-21	AMBIKESH SARANGI	CSE	2021	Cognizant	4 Lakhs
2020-21	DEBASHISH PANDA	CSE	2021	Cognizant	4 Lakhs
2020-21	GUPTA PRASAD SABAT	CSE	2021	Cognizant	4 Lakhs
2020-21	JANNAT KUMAR PRADHAN	CSE	2021	Cognizant	4 Lakhs
2020-21	NATASHA MOHAPATRA	CSE	2021	Cognizant	4 Lakhs
2020-21	NIWAS KUMAR	CSE	2021	Cognizant	4 Lakhs
2020-21	PRACHI PRACHURYA ROUT	CSE	2021	Cognizant	4 Lakhs
2020-21	SIMRAN DIXIT	CSE	2021	Cognizant	4 Lakhs
2020-21	SUMAN DAS	CSE	2021	Cognizant	4 Lakhs
2020-21	SWASTIK SRICHANDAN SAHOO	CSE	2021	Cognizant	4 Lakhs
2020-21	TULIKA KUMARI	CSE	2021	Cognizant	4 Lakhs
2020-21	AMULYA KUMAR SATPATHY	CSE	2021	CSM Technologies	2 Lakhs
2020-21	DEBOSHREE CHOWDHURY	CSE	2021	CSM Technologies	2 Lakhs
2020-21	RAMA CHANDRA PANDA	CSE	2021	CSM Technologies	2 Lakhs
2020-21	SHAILJA SINHA	CSE	2021	CSM Technologies	2 Lakhs
2020-21	SHWETA TRIPATHY	CSE	2021	CSM Technologies	2 Lakhs
2020-21	SK FAYEEMUDDIN	CSE	2021	CSM Technologies	2 Lakhs
2020-21	SUSHANTA MAHATO	CSE	2021	CSM Technologies	2 Lakhs
2020-21	LOPITA LAGNACHITA MISHRA	CSE	2021	DreamGains	5.03 Lakhs
2020-21	NAVNEETA PRASAD	CSE	2021	DreamGains	5.03 Lakhs
2020-21	ABINASH BISWAL	CSE	2021	Globus Eight India Pvt. Ltd	3.51 Lakhs

2020-21	BISWARANJAN PANDA	CSE	2021	Globus Eight India Pvt. Ltd	3.51 Lakhs
2020-21	JNANABHUSANA BEHERA	CSE	2021	Globus Eight India Pvt. Ltd	3.51 Lakhs
2020-21	NITYANANDA BISWAL	CSE	2021	Globus Eight India Pvt. Ltd	3.51 Lakhs
2020-21	RASMIRANJAN SWAIN	CSE	2021	Globus Eight India Pvt. Ltd	3.51 Lakhs
2020-21	SANTOSINI PATTANAYAK	CSE	2021	Globus Eight India Pvt. Ltd	3.51 Lakhs
2020-21	SUDESHNA SETH	CSE	2021	Globus Eight India Pvt. Ltd	3.51 Lakhs
2020-21	DEBADATTA SWAIN	CSE	2021	Infogain	3.75 Lakhs
2020-21	DEVLAL LOHAR	CSE	2021	IServeU	3 Lakhs
2020-21	GULNAAZ PARWEEN	CSE	2021	IServeU	3 Lakhs
2020-21	HAREKRUSHNA LENKA	CSE	2021	IServeU	3 Lakhs
2020-21	PRANAYA KUMAR SINGH	CSE	2021	IServeU	3 Lakhs
2020-21	SHIVANI NAYAK	CSE	2021	IServeU	3 Lakhs
2020-21	ADITYA BHUSAN BISWAL	CSE	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	ASHUTOSH PADHI	CSE	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	DEBASISH PANDA	CSE	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	ALAKA SAHU	CSE	2021	LivNSense Technologies	5 Lakhs
2020-21	KUMAR SURJYAM	CSE	2021	LivNSense Technologies	5 Lakhs
2020-21	PRALAY RANJAN SAHOO	CSE	2021	LivNSense Technologies	5 Lakhs
2020-21	SAMHITA SWAYAMSIDDHA SAHOO	CSE	2021	LivNSense Technologies	5 Lakhs
2020-21	SATYABRATA JENA	CSE	2021	LivNSense Technologies	5 Lakhs
2020-21	SOUBHAGYA RANJAN ROUT	CSE	2021	LivNSense Technologies	5 Lakhs
2020-21	ABHIJEET MAHARANA	CSE	2021	Muvi	2.4 Lakhs
2020-21	SHUBHAM RAJ	CSE	2021	Muvi	2.4 Lakhs
2020-21	SILPI RAM	CSE	2021	Muvi	2.4 Lakhs
2020-21	AMIT SINGH	CSE	2021	Muvi	2.4 Lakhs
2020-21	ARNABA ROUT	CSE	2021	Muvi	2.4 Lakhs
2020-21	BIJAYA LAXMI SAHANI	CSE	2021	Muvi	2.4 Lakhs
2020-21	CHANDAN KUMAR RAI	CSE	2021	Muvi	2.4 Lakhs

2020-21	DINESH SAHOO	CSE	2021	Muvi	2.4 Lakhs
2020-21	JOGAMAYA OTTA	CSE	2021	Muvi	2.4 Lakhs
2020-21	MOHIT KUMAR MAHANTA	CSE	2021	Muvi	2.4 Lakhs
2020-21	OMM PRASAD SAHOO	CSE	2021	Muvi	2.4 Lakhs
2020-21	PRACHIPRALIPTA BHANJA	CSE	2021	Muvi	2.4 Lakhs
2020-21	PRIYABRATA DAS	CSE	2021	Muvi	2.4 Lakhs
2020-21	RADHAGOBINDA MEHER	CSE	2021	Muvi	2.4 Lakhs
2020-21	RICKY KUMAR	CSE	2021	Muvi	2.4 Lakhs
2020-21	RITESH KUMAR PANDA	CSE	2021	Muvi	2.4 Lakhs
2020-21	SASWAT PATRA	CSE	2021	Muvi	2.4 Lakhs
2020-21	SHIVAM SRI	CSE	2021	Muvi	2.4 Lakhs
2020-21	SMRUTI RANJAN JENA	CSE	2021	Muvi	2.4 Lakhs
2020-21	SRITAM NAYAK	CSE	2021	Muvi	2.4 Lakhs
2020-21	SUBHASHREE MALLA	CSE	2021	Muvi	2.4 Lakhs
2020-21	SWETALEENA BASA	CSE	2021	Muvi	2.4 Lakhs
2020-21	SHUBHAM KUMAR ROUT	CSE	2021	Nagarro	4.5 Lakhs
2020-21	MRINMOY KUMAR	CSE	2021	Pentair Water India Ltd	5 Lakhs
2020-21	SATYABRATA SAHU	CSE	2021	Pentair Water India Ltd	5 Lakhs
2020-21	SIBANI MOHANTY	CSE	2021	Pentair Water India Ltd	5 Lakhs
2020-21	SURYAKANTA KABI	CSE	2021	Pentair Water India Ltd	5 Lakhs
2020-21	ARABINDA NAYAK	CSE	2021	R Systems	3.6 Lakhs
2020-21	ARPITA SWAIN	CSE	2021	R Systems	3.6 Lakhs
2020-21	ASHUTOSH NAYAK	CSE	2021	R Systems	3.6 Lakhs
2020-21	GAYATREE PATNAIK	CSE	2021	R Systems	3.6 Lakhs
2020-21	MADHABANANDA GHADAI	CSE	2021	R Systems	3.6 Lakhs
2020-21	NAVEEN KUMAR	CSE	2021	R Systems	3.6 Lakhs
2020-21	PRIYANKA PATEL	CSE	2021	R Systems	3.6 Lakhs
2020-21	SAYAK ROY	CSE	2021	R Systems	3.6 Lakhs
2020-21	ROJA DAS	CSE	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	ANANYA PATTNAIK	CSE	2021	Sutherland	2.5 Lakhs
2020-21	BADAL PARIJA	CSE	2021	Sutherland	2.5 Lakhs
2020-21	BISWAJEET NAYAK	CSE	2021	Sutherland	2.5 Lakhs
2020-21	BISWAJIT BEHERA	CSE	2021	Sutherland	2.5 Lakhs
2020-21	CHINMAYEE DASH	CSE	2021	Sutherland	2.5 Lakhs
2020-21	DIBYASHREE MOHANTY	CSE	2021	Sutherland	2.5 Lakhs
2020-21	GAYATRY PANDA	CSE	2021	Sutherland	2.5 Lakhs
2020-21	MAHAPRASAD NAYAK	CSE	2021	Sutherland	2.5 Lakhs
2020-21	PRATIK PATTANAIK	CSE	2021	Sutherland	2.5 Lakhs
2020-21	PREETILISA RAY	CSE	2021	Sutherland	2.5 Lakhs
2020-21	PRIYPRYADARSHINI SWAIN	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SALINA PATI	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SAURABH SUBUDHIRAY	CSE	2021	Sutherland	2.5 Lakhs

2020-21	SHWETA	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SIMRAN ACHARYA	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SONALI JENA	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SOUMYARANJAN NATH	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SUBHAKANTA SETHY	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SUBHASHREE SAHU	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SUBRAT RANJAN DASH	CSE	2021	Sutherland	2.5 Lakhs
2020-21	SUSHILA MAJHI	CSE	2021	Sutherland	2.5 Lakhs
2020-21	YASISH GAUCHAN	CSE	2021	Sutherland	2.5 Lakhs
2020-21	KRANTIBIR PRATAP RAI	CSE	2021	TCS NQT	4.8 Lakh
2020-21	ARSHLAAN NOOR	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	DEVNANDAN RAJ SHARMA	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	KUMAR GAURAV	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	NADIP KUMAR JENA	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	SASWAT ROUT	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	SHALINI	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	SHISHIR VATS	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	SUBHRA BISWAL	CSE	2021	Vinove Software & Services Pvt. Ltd	4.22 Lakhs
2020-21	AKASH MANDAL	EE	2021	Apmosys	2 Lakhs
2020-21	ASHISH KUMAR PARIJA	EE	2021	Apmosys	2 Lakhs
2020-21	JYOTI RANJAN BEHERA	EE	2021	Apmosys	2 Lakhs
2020-21	SARFRAZ HUSSAIN	EE	2021	Apmosys	2 Lakhs
2020-21	BADAL KUMAR JENA	EE	2021	Bursys	2.56 Lakh
2020-21	ROSHAN BISWAL	EE	2021	Bursys	2.56 Lakh
2020-21	SHUVA SAMBIT SAHU	EE	2021	Bursys	2.56 Lakh
2020-21	ANISH KUMAR BARIK	EE	2021	Capitalvia	3.5 Lakhs
2020-21	ASTARAGA MAHALA	EE	2021	Carigar tools	4.25 Lakhs
2020-21	LAXMI HEMBROM	EE	2021	Carigar tools	4.25 Lakhs
2020-21	SATYARANJAN SAHOO	EE	2021	Carigar tools	4.25 Lakhs
2020-21	ASHUTOSH MISHRA	EE	2021	Evosys	3.2 Lakhs
2020-21	GYANENDRA SAHU	EE	2021	Evosys	3.2 Lakhs
2020-21	SATYAJIT BHUTIA	EE	2021	Evosys	3.2 Lakhs
2020-21	DEBABRATA TARAI	EE	2021	Capitalvia	3.5 Lakhs
2020-21	MOHAMMED INZAMAM UL HAQUE	EE	2021	Capitalvia	3.5 Lakhs
2020-21	RUDRA PRASAD SHARMA	EE	2021	Capitalvia	3.5 Lakhs
2020-21	IMAN KUMAR NAYAK	EE	2021	Sutherland	2.5 Lakhs
2020-21	ABHIJEET MOHANTY	EE	2021	Sutherland	2.5 Lakhs
2020-21	DEEPAK SAHOO	EE	2021	Sutherland	2.5 Lakhs
2020-21	PRIYAMJIT MOHAPATRA	EE	2021	Sutherland	2.5 Lakhs
2020-21	ANWESH ANUPAM JENA	EE	2021	Utkarsh	4 Lakhs

2020-21	BINAY RAJ KUMAR SAMAL	EE	2021	Utkarsh	4 Lakhs
2020-21	RAJESH KUMAR SETHI	EE	2021	Utkarsh	4 Lakhs
2020-21	ADITYA PRASAD NAYAK	EEE	2021	Apmosys	2 Lakhs
2020-21	DEBASISH SWAIN	EEE	2021	Apmosys	2 Lakhs
2020-21	KAVITA SHARMA	EEE	2021	Apmosys	2 Lakhs
2020-21	SOUBHAGYA SAHU	EEE	2021	Apmosys	2 Lakhs
2020-21	ADITYA NARAYAN BISWAL	EEE	2021	Bursys	2.56 Lakh
2020-21	DEEPAK SWAIN	EEE	2021	Bursys	2.56 Lakh
2020-21	JAGNYASU NARAYAN SATHUA	EEE	2021	Bursys	2.56 Lakh
2020-21	SUDHANSHU SEKHAR DASH	EEE	2021	Bursys	2.56 Lakh
2020-21	JAGAN KUMAR SAHU	EEE	2021	Capitalvia	3.5 Lakhs
2020-21	SONAM TOPPO	EEE	2021	Capitalvia	3.5 Lakhs
2020-21	ANKIT TOPPO	EEE	2021	CapitalVia	3.5 Lakhs
2020-21	RAJESH PARIDA	EEE	2021	CapitalVia Global Research Limited	3.5 Lakhs
2020-21	SOUMYA PRAKASH KHANDAYATRAY	EEE	2021	Carigar tools	4.25 Lakhs
2020-21	SONALI NAYAK	EEE	2021	Carigar tools	4.25 Lakhs
2020-21	DWIBENDU KUMAR MOHAKUD	EEE	2021	Cognizant	4 Lakhs
2020-21	SACHIN KUMAR YADAV	EEE	2021	Evosys	3.2 Lakhs
2020-21	SUDEV RANJAN MALLICK	EEE	2021	Evosys	3.2 Lakhs
2020-21	T VINAYSAGAR KUMAR	EEE	2021	Zolostays Property	6 Lakhs
2020-21	ARPITA CHHAYA	EEE	2021	IASYS	3.2 Lakh
2020-21	RAJAT KUMAR PRADHAN	EEE	2021	IASYS	3.2 Lakh
2020-21	SUMAN KUMAR	EEE	2021	IASYS	3.2 Lakh
2020-21	SMRUTI RANJAN PATEL	EEE	2021	LivNSense Technologies	5 Lakhs
2020-21	BISHAL KESHARI	EEE	2021	Sutherland	2.5 Lakhs
2020-21	LIPSA MOHAPATRA	EEE	2021	Sutherland	2.5 Lakhs
2020-21	SATISH RATH	EEE	2021	Sutherland	2.5 Lakhs
2020-21	SWAYAMBHU SANJIBANI PAL	EEE	2021	Sutherland	2.5 Lakhs
2020-21	SUBHAM MISHRA	EEE	2021	TCS NQT	4.8 Lakh
2020-21	BIJAY KUMAR PARIDA	EEE	2021	Cognizant	4 Lakhs
2020-21	PRABHAT NATH	EEE	2021	Zolostays Property	6 Lakhs
2020-21	Biswa Ranjan Rout	ETC	2021	ATOS	4 Lakh
2020-21	Ankita Nanda	ETC	2021	Blue Space	3 Lakh
2020-21	Pinky Kumari	ETC	2021	BookingJini	2.4 Lakh
2020-21	Aditi Singh	ETC	2021	BookingJini	2.4 Lakh
2020-21	Priya Soreng	ETC	2021	BookingJini	2.4 Lakh
2020-21	Rachita Ritali	ETC	2021	BookingJini	2.4 Lakh
2020-21	Gazal Afroz	ETC	2021	BookingJini	2.4 Lakh

2020-21	Telidevulapalli Kameswari Pranati	ETC	2021	BYJU's	3.5 Lakh
2020-21	Ankrit Pattanayak	ETC	2021	BYJU's	3.5 Lakh
2020-21	Anushka Giri	ETC	2021	BYJU's	3.5 Lakh
2020-21	Anushrita Baruah	ETC	2021	BYJU's	3.5 Lakh
2020-21	Aparna Raj	ETC	2021	BYJU's	3.5 Lakh
2020-21	Arijit Sahoo	ETC	2021	BYJU's	3.5 Lakh
2020-21	Salina Mohanty	ETC	2021	Capegemini	3 Lakh
2020-21	Bishnu Priya Rout	ETC	2021	Cognizant	4 Lakh
2020-21	Rohan Kumar Panda	ETC	2021	Cognizant	4 Lakh
2020-21	Sayangsikha Mishra	ETC	2021	Cognizant	4 Lakh
2020-21	Sourabh Chandra Paul	ETC	2021	Cognizant	4 Lakhs
2020-21	Subhasis Pradhan	ETC	2021	Electrolab	1.44 Lakh
2020-21	Surya Narayan Sahoo	ETC	2021	Electrolab	1.44 Lakh
2020-21	Jiten Kumar Panda	ETC	2021	Electrolab	1.44 Lakh
2020-21	Jyotiprakash Samal	ETC	2021	Electrolab	1.44 Lakh
2020-21	Karan Kumar Singh	ETC	2021	Electrolab	1.44 Lakh
2020-21	Simron Mohapatra	ETC	2021	Infosys	3.75 Lakhs
2020-21	Farhat Perween	ETC	2021	ISERVEU	3 Lakh
2020-21	Gayatri Samantaray	ETC	2021	ISERVEU	3 Lakh
2020-21	Prajnya Alokita Pradhan	ETC	2021	ISERVEU	3 Lakh
2020-21	Sujit Tripathy	ETC	2021	ISERVEU	3 Lakh
2020-21	Supriya	ETC	2021	Jio Digital	4.5 Lakh
2020-21	Supriti Das	ETC	2021	Jio Digital	4.5 Lakh
2020-21	Nitin kumar Behera	ETC	2021	LIDO Learning	3.6 Lakh (Fixed) + 2 Lakh (Variables)
2020-21	Tarini Kumar Patra	ETC	2021	LIDO Learning	3.6 Lakh (Fixed) + 2 Lakh (Variables)
2020-21	Meghana Pattanaik	ETC	2021	Merkle Sokrati	6.5 Lakh
2020-21	Pranab Kumar Samal	ETC	2021	Merkle Sokrati	6.5 Lakh
2020-21	Sambit Prasad Parida	ETC	2021	Merkle Sokrati	6.5 Lakh
2020-21	Pratik Kumar	ETC	2021	Merkle Sokrati	6.5 Lakh
2020-21	Somjit Swain	ETC	2021	Merkle Sokrati	6.5 Lakh
2020-21	Suman Kumar Das	ETC	2021	Mindtree	4 Lakh
2020-21	Zeenat Praween	ETC	2021	Mindtree	4 Lakh
2020-21	Chandan Nayak	ETC	2021	MUVI	2.4 Lakhs
2020-21	Subrat Kumar Nayak	ETC	2021	MUVI	2.4 Lakhs
2020-21	Suchismita Subudhi Ray	ETC	2021	MUVI	2.4 Lakhs
2020-21	Priyanka Behera	ETC	2021	MUVI	2.4 Lakhs
2020-21	Sahil Singh	ETC	2021	MUVI	2.4 Lakhs
2020-21	Shritam Das	ETC	2021	MUVI	2.4 Lakhs
2020-21	Simran Bahuguna	ETC	2021	Saankhya Labs	1.44 Lakh
2020-21	Sunit Ranjan Das	ETC	2021	Saankhya Labs	4.5 Lakh
2020-21	Abhishek Mohanty	ETC	2021	Saankhya Labs	4.5 Lakh
2020-21	Aniket Pandit	ETC	2021	Solarix Technologies	3.6 Lakh (Fixed) + 2 Lakh (Variables)

2020-21	Banapili Saikumar	ETC	2021	Solarix Technologies	3.6 Lakh (Fixed) + 2 Lakh (Variables)
2020-21	Biren Das	ETC	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	Asish Dash Parthasarathy	ETC	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	Adhistha Swain	ETC	2021	Sutherland	2.5 Lakhs
2020-21	Astik Mahala	ETC	2021	Sutherland	2.5 Lakhs
2020-21	Anindita Pattnaik	ETC	2021	Sutherland	2.5 Lakhs
2020-21	Ankisha Nayak	ETC	2021	Sutherland	2.5 Lakhs
2020-21	Divya Raj	ETC	2021	Sutherland	2.5 Lakhs
2020-21	Abhiyank Shankar	ETC	2021	TCS	4.8 Lakh
2020-21	Amit Kumar Sahoo	ETC	2021	TCS	4.8 Lakh
2020-21	Ankit Kumar Singh	ETC	2021	TCS	4.8 Lakh
2020-21	S.K Niayz Uddin	ETC	2021	TCS	4.8 Lakh
2020-21	Chiranjib Mohapatra	ETC	2021	VINOVE SOFTWARE AND SERVICES	4.22 Lakh
2020-21	Debajyoti Sahu	ETC	2021	VINOVE SOFTWARE AND SERVICES	4.22 Lakh
2020-21	Debasish Dash	ETC	2021	VINOVE SOFTWARE AND SERVICES	4.22 Lakh
2020-21	Debendra Ranjan Behera	ETC	2021	VINOVE SOFTWARE AND SERVICES	4.22 Lakh
2020-21	M Asish Kumar	ETC	2021	VINOVE SOFTWARE AND SERVICES	4.22 Lakh
2020-21	Abinash Sahoo	ETC	2021	Wipro	3.5 Lakh
2020-21	Deepak Kumar Swain	ETC	2021	Wipro	3.5 Lakh
2020-21	Lipsita Sahu	ETC	2021	Wipro	3.5 Lakh
2020-21	Rasmita Mallik	ETC	2021	Wipro	3.5 Lakh
2020-21	AMLAN PATTNAIK	IT	2021	Apmosys Technologies	2 Lakhs
2020-21	ARINDAM SAHOO	IT	2021	Apmosys Technologies	2 Lakhs
2020-21	MD ANJAR KHAN	IT	2021	Apmosys Technologies	2 Lakhs
2020-21	NISHA SAWARA	IT	2021	Apmosys Technologies	2 Lakhs
2020-21	SATYAM SAMAL	IT	2021	Apmosys Technologies	2 Lakhs
2020-21	SURAJ KUMAR SAHOO	IT	2021	Apmosys Technologies	2 Lakhs
2020-21	C.SAI RAKSHA	IT	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	RABINDRA KUMAR SENAPATI	IT	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	RICKY BADHAI	IT	2021	CSM Technologies	2 Lakhs
2020-21	SOUMYA SUBHAM PATRA	IT	2021	CSM Technologies	2 Lakhs

2020-21	TUSARKANTA MISHRA	IT	2021	CSM Technologies	2 Lakhs
2020-21	VENKAT RAMAN BEHERA	IT	2021	CSM Technologies	2 Lakhs
2020-21	S.SONU PATRA	IT	2021	DigiValet	4.25 Lakhs
2020-21	PRERNA KUMARI SINGH	IT	2021	Evosys Global	3.2 Lakhs
2020-21	SMRITI TIWARY	IT	2021	Evosys Global	3.2 Lakhs
2020-21	SWARAJ SAMANTARAY	IT	2021	Evosys Global	3.2 Lakhs
2020-21	ABHISHEK PRADHAN	IT	2021	IServeU	3 Lakhs
2020-21	AVIPSA BAL	IT	2021	IServeU	3 Lakhs
2020-21	BASANT SETHI	IT	2021	IServeU	3 Lakhs
2020-21	BISHNU PRIYA NAIK	IT	2021	IServeU	3 Lakhs
2020-21	DHEERAJ KUMAR	IT	2021	IServeU	3 Lakhs
2020-21	MADHAV KUMAR	IT	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	AKASH BAKSHI	IT	2021	Leewayhertz Technologies Pvt Ltd	4.5 Lakhs
2020-21	SUBHAM PATRA	IT	2021	LivNSense Technologies	5 Lakhs
2020-21	TURALA DEVI PRASANNA	IT	2021	Maven Infotech India	4.25 Lakhs
2020-21	RUDRA KAWAR	IT	2021	Muvi	2.4 Lakhs
2020-21	SOURAVRAJ PARIDA	IT	2021	Muvi	2.4 Lakhs
2020-21	ADARSH DARSHAN BEHERA	IT	2021	NTT Data	3.75 Lakhs
2020-21	BAPAN KARMAKAR	IT	2021	NTT Data	3.75 Lakhs
2020-21	GITAGOBINDA BEDANTA	IT	2021	NTT Data	3.75 Lakhs
2020-21	MAHESWATA DAS	IT	2021	NTT Data	3.75 Lakhs
2020-21	NILAMADHAB BEHERA	IT	2021	NTT Data	3.75 Lakhs
2020-21	ABHISHEK KUMAR	IT	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	DEEPAK BEHERA	IT	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	KUMAR SAI PRITAM	IT	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	MANOSMITA SAMANTARAY	IT	2021	Sutherland	2.5 Lakhs
2020-21	NIBEDITA MOHANTY	IT	2021	Sutherland	2.5 Lakhs
2020-21	SANDEEP KUMAR BEHURA	IT	2021	Sutherland	2.5 Lakhs
2020-21	SARTHAK SAMAL	IT	2021	Sutherland	2.5 Lakhs
2020-21	SIMRAN KUMARI	IT	2021	Sutherland	2.5 Lakhs
2020-21	MADHUMAYEE PATRA	IT	2021	Zolostays Property	6 Lakhs
2020-21	RAKHEE DAS	IT	2021	Zolostays Property	6 Lakhs
2020-21	Anshuman Swain	MBA	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	Satyanarayan Nayak	MBA	2021	CapitalVia Global Research Limited	2 Lakhs

2020-21	Anshuman Tripathy	MBA	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	Ashish Kumar Swain	MBA	2021	CapitalVia Global Research Limited	2 Lakhs
2020-21	Prajnaparamita Dwibedi	MBA	2021	ICICI Prudential Life Insurance	2.15 Lakh
2020-21	Subhasmita sahoo	MBA	2021	ICICI Prudential Life Insurance	2.15 Lakh
2020-21	Anmita Mishra	MBA	2021	ICICI Prudential Life Insurance	2.15 Lakh
2020-21	Avijit Sahoo	MBA	2021	India Mart	2.15 Lakh
2020-21	Chinmaya Parida	MBA	2021	India Mart	2.15 Lakh
2020-21	Digdarshan Mishra	MBA	2021	India Mart	2.15 Lakh
2020-21	Himalaya Bal	MBA	2021	India Mart	2.15 Lakh
2020-21	Jyotsnarani Dash	MBA	2021	India Mart	2.15 Lakh
2020-21	Shailendra Kumar Prusty	MBA	2021	JustDial	2.04 Lakh
2020-21	Rupa Jha	MBA	2021	JustDial	2.04 Lakh
2020-21	Bhakta Prakash Panda	MBA	2021	JustDial	2.04 Lakh
2020-21	Lipika Samal	MBA	2021	JustDial	2.04 Lakh
2020-21	Om Prakash Patra	MBA	2021	JustDial	2.04 Lakh
2020-21	Saswat Sundar Ray	MBA	2021	JustDial	2.04 Lakh
2020-21	Satyabrata Sahoo	MBA	2021	JustDial	2.04 Lakh
2020-21	Sibhendu Saraswat Panda	MBA	2021	JustDial	2.04 Lakh
2020-21	Suresh Chandra Baskey	MBA	2021	JustDial	2.04 Lakh
2020-21	Babita Panigrahi	MBA	2021	Reliance Ajio	2.5 Lakh
2020-21	Puja Barik	MBA	2021	Reliance Ajio	2.5 Lakh
2020-21	Rahul Kumar Jena	MBA	2021	Reliance Ajio	2.5 Lakh
2020-21	Reshma Khuntia	MBA	2021	Reliance Ajio	2.5 Lakh
2020-21	Romit V K	MBA	2021	Reliance Ajio	2.5 Lakh
2020-21	Dipmala Gupta	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Kumar Debashish Swain	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Lipika Muduli	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Loina Dhal	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Saraswati Bahera	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Nausheen	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Satyanarayan Nayak	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Parthasarthi Ojha	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Prativa Nayak	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Priyambada Pradhan	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Sanjukta Apat	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh

2020-21	Priyanka Priyadarshini	MBA	2021	Utkarsh Small Finance Bank	2.5- 3 Lakh
2020-21	Amaresh Chandra Kar	MCA	2021	Apmosys Technologies	2 Lakhs
2020-21	Soumya Ranjan Mahapatra	MCA	2021	Apmosys Technologies	2 Lakhs
2020-21	Monalisa Satpathy	MCA	2021	Bursys	2.56 Lakh
2020-21	SWATI MISHRA	MCA	2021	Bursys	2.56 Lakh
2020-21	SANGHAMITRA RAY	MCA	2021	Bursys	2.56 Lakh
2020-21	SAMBIT MOHANTY	MCA	2021	Bursys	2.56 Lakh
2020-21	SUPRIYA NANDINI	MCA	2021	Bursys	2.56 Lakh
2020-21	Bhagyashree Lenka	MCA	2021	Cognizant	4 Lakhs
2020-21	ABHISHEK PANI	MCA	2021	Cognizant	4 Lakhs
2020-21	CHIRANJIB SAMANTARAY	MCA	2021	Cognizant	4 Lakh
2020-21	MAYURI ROUT	MCA	2021	Cognizant	4 Lakh
2020-21	SUBHAM BEBORTA	MCA	2021	Cognizant	4 Lakh
2020-21	SUMAN KUMAR DAS	MCA	2021	Cognizant	4 Lakhs
2020-21	Srikanta Pradhan	MCA	2021	CSM Technologies	2 Lakhs
2020-21	RAHUL PRADHAN	MCA	2021	CSM Technologies	2 Lakhs
2020-21	UJALINI NATH	MCA	2021	CSM Technologies	2 Lakhs
2020-21	MADHUMALA NAYAK	MCA	2021	CSM Technologies	2 Lakhs
2020-21	KIRAN JYOTI MOHAPATRA	MCA	2021	CSM Technologies	2 Lakhs
2020-21	UJJAL KUMAR LENKA	MCA	2021	CSM Technologies	2 Lakhs
2020-21	Bedaprakash Jena	MCA	2021	CSS Corp	2.75 Lakh
2020-21	PUJA MISHRA	MCA	2021	CSS Corp	2.75 Lakh
2020-21	SHUBHASMITA BEHERA	MCA	2021	CSS Corp	2.75 Lakh
2020-21	JAGADANANDA PATTANAYAK	MCA	2021	CSS Corp	2.75 Lakh
2020-21	PAYAL SUKLA	MCA	2021	CSS Corp	2.75 Lakh
2020-21	Mahesh Ranjan Kar	MCA	2021	iASYS Technology Solution	3.2 Lakh
2020-21	SUBRAT MOHANTY	MCA	2021	iASYS Technology Solution	3.2 Lakh
2020-21	NITIN MUKESH	MCA	2021	iASYS Technology Solution	3.2 Lakh
2020-21	SATYADARSHAN PANDA	MCA	2021	iASYS Technology Solution	3.2 Lakh
2020-21	RAKESH PARIDA	MCA	2021	iASYS Technology Solution	3.2 Lakh
2020-21	Smrutiranjan Panda	MCA	2021	IServeU	3Lakh
2020-21	ROHAN DAS	MCA	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	Swadesh Ranjan Bhuyan	MCA	2021	LivNSense Technologies	5 Lakhs
2020-21	swoyansu sahoo	MCA	2021	Maventic	3Lakh
2020-21	BARSHARANI BISWAL	MCA	2021	Maventic	3Lakh
2020-21	JYOTI PRADHAN	MCA	2021	Maventic	3Lakh

2020-21	ANWESHA PANIGRAHI	MCA	2021	Maventic	3Lakh
2020-21	Supriti Mohanty	MCA	2021	Muvi	2.4 Lakhs
2020-21	RAJALAXMI SAHOO	MCA	2021	Muvi	2.4 Lakhs
2020-21	JEEBANJYOTI MOHAPATRA	MCA	2021	Muvi	2.4 Lakhs
2020-21	KHAGESWAR SAHOO	MCA	2021	Muvi	2.4 Lakhs
2020-21	Swadesh Ranjan Bhuyan	MCA	2021	Muvi	2.4 Lakhs
2020-21	ALakhNARANI BEHURA	MCA	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	SMITA MANGARAJ	MCA	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	SANJEETA MUNDA	MCA	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	SURAJ PATTNAIK	MCA	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	AMLAN MISHRA	MCA	2021	SPARC Pvt Ltd.	2.5 Lakhs
2020-21	AKASH KUMAR NAIK	MECH	2021	A-1 Fence Products Company	3 Lakhs
2020-21	AMANDEEP PANDA	MECH	2021	A-1 Fence Products Company	3 Lakhs
2020-21	DURGASISH BHATTACHARYA	MECH	2021	A-1 Fence Products Company	3 Lakhs
2020-21	GOPAL REDDY	MECH	2021	A-1 Fence Products Company	3 Lakhs
2020-21	JEETEN PIRI	MECH	2021	A-1 Fence Products Company	3 Lakhs
2020-21	SABYASACHI CHOUDHURY	MECH	2021	A-1 Fence Products Company	3 Lakhs
2020-21	SAI OMPRAKASH SAHU	MECH	2021	A-1 Fence Products Company	3 Lakhs
2020-21	ABHISEK NAYAK	MECH	2021	Advance Infrastructure Ltd	3.6 Lakhs
2020-21	AMIT SAH	MECH	2021	Advance Infrastructure Ltd	3.6 Lakhs
2020-21	JIT BAHADUR THAPA	MECH	2021	Advance Infrastructure Ltd	3.6 Lakhs
2020-21	KIRAN KUMAR SAHOO	MECH	2021	Advance Infrastructure Ltd	3.6 Lakhs
2020-21	NIRAJ SHARMA	MECH	2021	Advance Infrastructure Ltd	3.6 Lakhs
2020-21	PARTHA SARATHI BARIK	MECH	2021	Ultratech Cement	5.25 Lakhs
2020-21	PRAKASHA KUMAR PRUSTY	MECH	2021	Ultratech Cement	5.25 Lakhs
2020-21	SAGARDATTA SWAIN	MECH	2021	Ultratech Cement	5.25 Lakhs
2020-21	SUBHRANSHU SEKHAR BISWAL	MECH	2021	Ultratech Cement	5.25 Lakhs
2020-21	AJIT KUMAR MURMU	MECH	2021	Indian Oil Adani Ventures	4 Lakhs
2020-21	DEBANJAN ROUT	MECH	2021	Indian Oil Adani Ventures	4 Lakhs

2020-21	DEBASHISH NAYAK	MECH	2021	Indian Oil Adani Ventures	4 Lakhs
2020-21	DEBASIS MISHRA	MECH	2021	Indian Oil Adani Ventures	4 Lakhs
2020-21	SIDHARTH SEKHAR SAHOO	MECH	2021	Cognizant	4 Lakhs
2020-21	SHUBHAM RAJ	MECH	2021	CSM Technologies	2 Lakhs
2020-21	RASHMI RANJAN BARIK	MECH	2021	Indus Tower Ltd	3.6 Lakhs
2020-21	SOUMYA RANJAN SAMAL	MECH	2021	Indian Oil Adani Ventures	4 Lakhs
2020-21	SRITAM MANTRI	MECH	2021	Ultratech Cement	5.25 Lakhs
2020-21	SUMIT PAREYA	MECH	2021	Ultratech Cement	5.25 Lakhs
2020-21	AAMIR HASSAN	MECH	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	MRUTYUNJAYA PANIGRAHI	MECH	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	SAIKAT BHAKAT	MECH	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	SARASWATI KAR	MECH	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	SOUMYAJIT BEHERA	MECH	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	SOUMYARANJAN TRIPATHY	MECH	2021	Kalinga soft	Rs.8,000/- per month during internship 1.8 Lakh post internship
2020-21	DEBIPRASAD PANDA	MECH	2021	Ralson Tyre	3.25 Lakhs
2020-21	G SANTOSH	MECH	2021	Ralson Tyre	3.25 Lakhs
2020-21	RANJEET KUMAR	MECH	2021	Ralson Tyre	3.25 Lakhs
2020-21	WAHID UDDIN	MECH	2021	Clever Tap	3.6 Lakhs
2020-21	ABHISHEK PANDA	MECH	2021	TCS NQT	4.8 Lakh
2020-21	ACHYUTA NANDA BISHOYI	MECH	2021	TCS NQT	4.8 Lakh
2020-21	ADIT MISHRA	MECH	2021	TCS NQT	4.8 Lakh
2020-21	BISWAJIT MOHANTY	MECH	2021	TCS NQT	4.8 Lakh
2020-21	SUBRAT KUMAR SAHU	MECH	2021	TCS NQT	4.8 Lakh
2020-21	SURAJ KUMAR PANDA	MECH	2021	TCS NQT	4.8 Lakh

2020-21	SURYAKANTA SAHOO	MECH	2021	TCS NQT	4.8 Lakh
2020-21	YASBANT RAJ	MECH	2021	TCS NQT	4.8 Lakh
2019-20	AMIYA RANJAN SETHI	CIVIL	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	BIPASA SUBHADARSINI	CIVIL	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	CH SMARANIKA PATRA	CIVIL	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	GAURAV KUMAR	CIVIL	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	GYANESWAR ROUT	CIVIL	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	JANTIROSE BAG	CIVIL	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	JAY PRAKASH	CIVIL	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	HIMANSU MALLIK	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	NAMRATA SINGH BARIK	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	OMKAR BAG	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	PRASANNA KUMAR SUCHEN	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	PUSPITA MANGARAJ	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	RAHUL KUMAR PRADHAN	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	RUDRA PRATAP HARICHANDAN	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	SASMITA SAHOO	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	SUMAN KATHAR	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	SWAYAMBHU PRASAD DEBATA	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	TRIDEV KUMAR SAHU	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	TUSARKANTA PATTANAYAK	CIVIL	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	BARSHA BARISWEETA SETHI	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs

2019-20	BIRENDRA KUMAR	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	BRIJENDRA KUMAR	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	CHANDAN KUMAR	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	DEBAPRIYA PANIGRAHI	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	JANMEJAYA ROUT	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	JYOTI RANJAN SWAIN	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	MANESH YADAV	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	P.SANJEEB KUMAR SUBUDHI	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	UTTAM BEHERA	CIVIL	2020	RASTER ENGINEERS	1.68 Lakhs
2019-20	ABHISHEK NANDA	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	ABINASH BEHERA	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	AMIT ALI KHAN	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	AMIT KUMAR DAS	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	ASHISH KUMAR SAHOO	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	BINAPANI SAMAL	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	DARGA HANSDA	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	DEBASHIS MOHANTY	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	JYOTIJYOTSNA PARIDA	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	LIPSARANI PAL	CIVIL	2020	SHRI RAM PANELS	2.5 Lakhs
2019-20	RACHANA RANA	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	RAHUL PATRA	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	RAKESH RANJAN	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	RUPESH PRUSTY	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	SACHIN KUMAR NAYAK	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	SANTOSH KUMAR MANASINGH	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	SIDHARTH JHANKAR	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	SNEHASMITA MOHARATHI	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs

2019-20	SOUMYA RANJAN PRADHAN	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	SUBHASHREE	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	SUCHISMITA BEHERA	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	TAPAN KUMAR BARIK	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	TRUPTIMAYEE KAR	CIVIL	2020	SM CONSULTANCY	2.5 Lakhs
2019-20	LAKSHMI BASUMATARY	CIVIL	2020	VEDANTU	4 Lakh
2019-20	SATYA NARAYAN JENA	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	SIBANANDA NAYAK	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	SIBASUNDARA MALIK	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	SONALI MISHRA	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	SOUJANYA DEY	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	SUDEEP KUMAR BEHERA	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	SUSANTA KUMAR BARIK	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	SWAPNALISA PAIKARAY	CIVIL	2020	WIPRO	3.5 Lakh
2019-20	RISHI RAJ SARDAR	CSE	2020	ATMECS TECH	3.25 Lakhs
2019-20	SATISH KUMAR	CSE	2020	ATMECS TECH	3.25 Lakhs
2019-20	SHAILI KUMARI	CSE	2020	ATMECS TECH	3.25 Lakhs
2019-20	SOUVAGYA RANJAN JENA	CSE	2020	ATMECS TECH	3.25 Lakhs
2019-20	SUPRIYA MOHANTY	CSE	2020	ATMECS TECH	3.25 Lakhs
2019-20	SWETABINDU MOHANTY	CSE	2020	ATMECS TECH	3.25 Lakhs
2019-20	S BHAGYASHREE	CSE	2020	BOOKINGJINI	2 Lakhs
2019-20	SUMONA PANDA	CSE	2020	BOOKINGJINI	2 Lakhs
2019-20	AKSHAY PRIYADARSHI	CSE	2020	COGNIZANT	4 Lakhs
2019-20	ANISH KUMAR SAMAL	CSE	2020	COGNIZANT	4 Lakhs
2019-20	ASHUTOSH SAHOO	CSE	2020	COGNIZANT	4 Lakhs
2019-20	AVIJEET TIWARI	CSE	2020	COGNIZANT	4 Lakhs
2019-20	BARUNESH PANDA	CSE	2020	COGNIZANT	4 Lakhs
2019-20	BISWARANJAN MISHRA	CSE	2020	COGNIZANT	4 Lakhs
2019-20	FARHAT NAAZ	CSE	2020	COGNIZANT	4 Lakhs
2019-20	MD AHMED KHAN	CSE	2020	COGNIZANT	4 Lakhs
2019-20	MOHAMMAD NADEEM KHAN	CSE	2020	COGNIZANT	4 Lakhs
2019-20	SONALI SHUVASMITA ROUT	CSE	2020	COGNIZANT	4 Lakhs
2019-20	NEHA SWAPNIL	CSE	2020	Cognizant	4 Lakhs
2019-20	MANAS SONA	CSE	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	PIYUSH KUMAR	CSE	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)

2019-20	PRATEEK PARAG MOHAPATRA	CSE	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	RAHUL KUMAR	CSE	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	SACHIDANAND CHOUHAN	CSE	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	SUSHREE SANGITA DASH	CSE	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	GULAM RAHMANI	CSE	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	ANKITA MISHRA	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	BANITA JAIPURIA	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	BISHNU PRASAD SAHOO	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	DEBASHISH PATRA	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	HIMANSHU KUMAR SINGH	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	JAMES PRADHAN	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	MAHASHAKTI SAHINAYAK	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakhs
2019-20	PAYAL MOHANTY	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakhs
2019-20	RAHUL BISWAL	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakhs
2019-20	SARBAJEET BHUYAN	CSE	2020	Financial Software & Systems(P) Ltd	4 Lakhs
2019-20	ALISHA PRIYADARSHINI	CSE	2020	GS LABS	4.5 Lakhs
2019-20	AMIT KUMAR	CSE	2020	GS LABS	4.5 Lakhs
2019-20	ARPITA PRIYADARSHINI	CSE	2020	GS LABS	4.5 Lakhs
2019-20	BIPLAB PAUL	CSE	2020	GS LABS	4.5 Lakhs
2019-20	DAYANIDHI NAIK	CSE	2020	GS LABS	4.5 Lakhs
2019-20	KIRAN KUMAR PARIDA	CSE	2020	GS LABS	4.5 Lakhs
2019-20	RAKESH KUMAR PRADHAN.	CSE	2020	GS LABS	4.5 Lakhs
2019-20	SAMIR KUMAR SAHU	CSE	2020	GS LABS	4.5 Lakhs
2019-20	ANUPAMA TOPPO	CSE	2020	GYANASYS	4.5 Lakhs
2019-20	PRAJWAL PATOJOSHI	CSE	2020	GYANASYS	4.5 Lakhs
2019-20	SATYABRATA BEHERA	CSE	2020	GYANASYS	4.5 Lakhs
2019-20	SHRISTI NAYAK	CSE	2020	GYANASYS	4.5 Lakhs
2019-20	SOMSURYA MOHAPATRA	CSE	2020	GYANASYS	4.5 Lakhs
2019-20	SUBHASHIS PANDA	CSE	2020	GYANASYS	4.5 Lakhs

2019-20	SWAGAT SANKET SAHOO	CSE	2020	GYANASYS	4.5 Lakhs
2019-20	DINESH KUMAR PANDEY	CSE	2020	GYANASYS	4.5 Lakhs
2019-20	SARMISTHA MISHRA	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	SASWATH MISHRA	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	SATYAM KESHRI	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	SUBHASISH BIT	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	ABINASH MISHRA	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	AMIYA PRASAD MISHRA	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	ANURADHA SWAIN	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	BIBEKANANDA PRADHAN	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	DEBASIS NAYAK	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	KANHU CHARAN PANDA	CSE	2020	IBM GBS	4.25 Lakhs
2019-20	CHINMAYA KUMAR JAGADEV	CSE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	MONALISA SAHOO	CSE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	RITEEKA SINGH	CSE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	SOUMYA SHREE DASH	CSE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	ANKITA PATTANAYAK	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	ASHISH MALIK	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	ASTHA MISHRA	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	BISWAJIT NAYAK	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	DEBASISH MOHAPATRA	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	NIKHIL KUMAR PRUSTY	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	PRAVIN KUMAR	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	RITIK MOHANTY	CSE	2020	MEDITAB	3.6 Lakhs
2019-20	ANISH KUMAR SAHU	CSE	2020	MINDTREE	3.5 Lakhs
2019-20	ASHIT KUMAR BEURA	CSE	2020	MINDTREE	3.5 Lakhs
2019-20	DEBASIS BARIK	CSE	2020	MINDTREE	3.5 Lakhs
2019-20	MONALISA SAHOO	CSE	2020	MINDTREE	3.5 Lakhs
2019-20	SANDIPTA NAYAK	CSE	2020	MINDTREE	3.5 Lakhs
2019-20	SONU KUMAR	CSE	2020	MINDTREE	3.5 Lakhs
2019-20	SUVADIP KAR	CSE	2020	MINDTREE	3.5 Lakhs
2019-20	AYUSI PAHADASINGH	CSE	2020	NIIT Technology	3.5 Lakhs
2019-20	JAGRITI DAS	CSE	2020	NIIT Technology	3.5 Lakhs
2019-20	JASHOBANTA SAHOO	CSE	2020	NIIT Technology	3.5 Lakhs
2019-20	SHIVAM KUMAR	CSE	2020	NIIT Technology	3.5 Lakhs
2019-20	VARSHA THAKUR	CSE	2020	NIIT Technology	3.5 Lakhs
2019-20	AMARESH NATH	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs
2019-20	ARNAB CHATTERJEE	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs

2019-20	BIKASH KUMAR MISHRA	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs
2019-20	GOURAV MUKHERJEE	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs
2019-20	JYOTSNA PANDEY	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs
2019-20	PRATISHRUTEE PATTNAIK	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs
2019-20	SUBHAM ROUTRAY	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs
2019-20	SUMIT SULABHA BEHERA	CSE	2020	RAKUTEN INDIA LTD	6 Lakhs
2019-20	APARNA PRIYADARSHINI MISHRA	CSE	2020	TCS	4.2 Lakhs
2019-20	DEBASIS OJHA	CSE	2020	TCS	4.2 Lakhs
2019-20	SHIWAM KESHRI	CSE	2020	TCS	4.2 Lakhs
2019-20	SUBHRA MOHANTY	CSE	2020	TCS	4.2 Lakhs
2019-20	ABHISEK SARANGI	CSE	2020	TCS	4.2 Lakhs
2019-20	KHANDAVILLI SAI SRI RAMA	CSE	2020	TCS	4.2 Lakhs
2019-20	KRITY KUMARI	CSE	2020	TCS	4.2 Lakhs
2019-20	PAWAN KUMAR SINGH	CSE	2020	TCS	4.2 Lakhs
2019-20	SUNIL KUMAR SRICHANDAN	CSE	2020	TCS	4.2 Lakhs
2019-20	SHUBHAM SRIVASTAVA	CSE	2020	UNCEASE AUTO PVT LTD	3.25 Lakh
2019-20	ANIMISHA PARMAR	CSE	2020	VEDANTU	4 Lakhs
2019-20	BIBHU PRASAD PATRA	CSE	2020	VEDANTU	4 Lakhs
2019-20	JASHASWINI MOHANTY	CSE	2020	VEDANTU	4 Lakhs
2019-20	KRITI RANJAN	CSE	2020	VEDANTU	4 Lakhs
2019-20	MITHLESH KUMAR	CSE	2020	VEDANTU	4 Lakhs
2019-20	NIKHIL NIRAJ	CSE	2020	VEDANTU	4 Lakhs
2019-20	PAYAL PANDA	CSE	2020	VEDANTU	4 Lakhs
2019-20	PRADEEP KUMAR OJHA	CSE	2020	VEDANTU	4 Lakhs
2019-20	RIYA SINHA	CSE	2020	VEDANTU	4 Lakhs
2019-20	ROHAN KUMAR	CSE	2020	VEDANTU	4 Lakhs
2019-20	SAGAR KUMAR MISHRA	CSE	2020	VEDANTU	4 Lakhs
2019-20	SHASWAT GUPTA	CSE	2020	VEDANTU	4 Lakhs
2019-20	SOUMYA SAFALYA PRIYADARSINI	CSE	2020	VEDANTU	4 Lakhs
2019-20	SOUMYARANJAN SAHOO	CSE	2020	VEDANTU	4 Lakhs
2019-20	SOURAV MISHRA	CSE	2020	VEDANTU	4 Lakhs
2019-20	SULVA PANDA	CSE	2020	VEDANTU	4 Lakhs
2019-20	ASHUTOSH SWAIN	CSE	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	BIMALKUMAR GHADEI	CSE	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	CHANDRA SEKHAR MOHANTY	CSE	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	MONALI DAS	CSE	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	SHRADHA KUMARI	CSE	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	SHUBHAM SHEE	CSE	2020	VINOVE PVT LTD	4.22 Lakhs

2019-20	ASHUTOSH PANDA	CSE	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	RASHMI REKHA PANDA	CSE	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	POONAM BEHERA	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	RAJESH KUMAR SAHANI	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	RISHABH KARN	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SAMANNWITA PRIYADARSHANI NAYAK	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SASWATA UPADHYAY	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SEETAL PRIYADRASHINI MALU	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SOMANATH KHADANGA	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SONU KUMAR YADAV	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SOUMYA RANJAN SWAIN	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SUBHASMITA MAHAPATRA	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SUPRAVA RANI SAHOO	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	SUSHREE SARITA PRADHAN	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	UTKALIKA JENA	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	VED PRAKASH SUMAN	CSE	2020	ZIGNUTS	2.4 Lakhs
2019-20	ABINASH MOHANTY	EE	2020	Abbacus	3.6 Lakhs
2019-20	ANKIT KUMAR BISOI	EE	2020	Apmosys	2.6 Lakhs
2019-20	PABITRA MOHARANA	EE	2020	Apmosys	2.6 Lakhs
2019-20	ACHARYA ROCKY PRIYADARSHAN	EE	2020	Arki techno	2.5 Lakhs
2019-20	KISHAN KUMAR DAS	EE	2020	Arki techno	2.5 Lakhs
2019-20	RITUPARNA PRUSTY	EE	2020	Arki techno	2.5 Lakhs
2019-20	MONASHISH DHAL	EE	2020	Black knight	(1.2Lakh-1.8Lakh)
2019-20	RAMANUJA MOHAPATRA	EE	2020	Black knight	(1.2Lakh-1.8Lakh)
2019-20	PRATYUSHA KUMAR PATRA	EE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	DEBASHIS ROUT	EE	2020	HYPER FILTRATION PVT. LTD	1.92 Lakhs
2019-20	SMRUTI RANJAN SAHU	EE	2020	HYPER FILTRATION PVT. LTD	1.92 Lakhs
2019-20	MANISHA MOHANTY	EE	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	SAGNIK CHAKRABORTY	EE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	ARYA KUMAR PRADHAN	EE	2020	MEDITAB	3.6 Lakhs
2019-20	MANORANJAN BEURA	EE	2020	MEDITAB	3.6 Lakhs
2019-20	RAKESH KUMAR JENA	EE	2020	MEDITAB	3.6 Lakhs
2019-20	DEBASIS RAY	EE	2020	TCS	4.2 Lakhs

2019-20	NANDAGOPAL PATTANAYAK	EE	2020	TCS	4.2 Lakhs
2019-20	KUILU KISKU	EE	2020	Tudip	3.25 Lakh
2019-20	PAPPU KUMAR RAJBHAR	EE	2020	Tudip	3.25 Lakh
2019-20	DEBASHIS GUIN	EE	2020	UNCEASE AUTO PVT LTD 12K/PM till 1 yr then 40% hike on existing salary	3.25 Lakh
2019-20	DURGAPRASAD ROYCHOUDHURY	EE	2020	VEDANTU	4 Lakh
2019-20	BARNARUPA ROUT	EEE	2020	Abbacus	3.6 Lakhs
2019-20	BIKRAM KESHARI PARIDA	EEE	2020	Abbacus	3.6 Lakhs
2019-20	GIRISH KUMAR PANDEY	EEE	2020	Abbacus	3.6 Lakhs
2019-20	M DIVYA JYOTI	EEE	2020	Abbacus	3.6 Lakhs
2019-20	PRATYUSH SAHOO	EEE	2020	Abbacus	3.6 Lakhs
2019-20	AMIT KUMAR SINGH	EEE	2020	ARI Global Solutions	2.5 Lakhs
2019-20	CHHOTI KUMARI	EEE	2020	ARI Global Solutions	2.5 Lakhs
2019-20	SIPRA SINGH SAMANTA	EEE	2020	ARI Global Solutions	2.5 Lakhs
2019-20	SURYA KANTA SAMAL	EEE	2020	ARI Global Solutions	2.5 Lakhs
2019-20	BARSHA SINGH	EEE	2020	Arki techno	2.5 Lakhs
2019-20	BISWAJIT BARIK	EEE	2020	Arki techno	2.5 Lakhs
2019-20	JYOTI PRAKASH NAIK	EEE	2020	Arki techno	2.5 Lakhs
2019-20	MANIRATNAM DAS	EEE	2020	Arki techno	2.5 Lakhs
2019-20	RAJEEV NANDAN	EEE	2020	ATMECS TECH	3.25 Lakhs
2019-20	BICHITRA PATRA	EEE	2020	Black knight	(1.2Lakh-1.8Lakh)
2019-20	KUMAR ABHISHEK	EEE	2020	Black knight	(1.2Lakh-1.8Lakh)
2019-20	NIRLIPTA NITALI	EEE	2020	Black knight	(1.2Lakh-1.8Lakh)
2019-20	RAJESWARI SWAIN	EEE	2020	BOOKINGJINI	2 Lakhs
2019-20	BISWAJEET SAMANTARAY	EEE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	HARSH VARDHAN ARYA	EEE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	NIRANJAN SWAIN	EEE	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	MAHIMIT UPADHYAYA	EEE	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	PRITAM KUMAR PATRA	EEE	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	RUBINA SAHOO	EEE	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs

2019-20	BISWAJIT PUHAN	EEE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	JYOTISHREE ROUT	EEE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	PAPU PRADHAN	EEE	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	DEEPAK PRADHAN	EEE	2020	MEDITAB	3.6 Lakhs
2019-20	LAXMAN SOREN	EEE	2020	MEDITAB	3.6 Lakhs
2019-20	S AYESHKANT	EEE	2020	MEDITAB	3.6 Lakhs
2019-20	ARIJIT KUMAR DHAL	EEE	2020	TCS	4.2 Lakhs
2019-20	NIKITA NAYAK	EEE	2020	Tudip	3.25 Lakh
2019-20	PRATEEK KUMAR PATEL	EEE	2020	Tudip	3.25 Lakh
2019-20	RUCHISMITA PATEL	EEE	2020	Tudip	3.25 Lakh
2019-20	RAJASHREE MALLICK	EEE	2020	VEDANTU	4 Lakh
2019-20	ANKEETA SINGH DEO	EEE	2020	VEDANTU	4 Lakh
2019-20	ASHUTOSH KAR	EEE	2020	VEDANTU	4 Lakh
2019-20	Chandan Hota	ETC	2020	Blacknight Solutions Pvt.Ltd	(1.2Lakh-1.8Lakh)
2019-20	Ekta Kumari	ETC	2020	BOOKINGJINI	2 Lakhs
2019-20	Richa Satpathy	ETC	2020	BOOKINGJINI	2 Lakhs
2019-20	Amrita Binodini Sahu	ETC	2020	BOOKINGJINI	2 Lakhs
2019-20	Nikita Ojha	ETC	2020	BOOKINGJINI	2 Lakhs
2019-20	Anjali	ETC	2020	BOOKINGJINI	2 Lakhs
2019-20	Madhusmita Borah	ETC	2020	BOOKINGJINI	2 Lakhs
2019-20	Surbhi Suman	ETC	2020	Capegemini	4 Lakh
2019-20	Aditya Krishnan	ETC	2020	Cognizant	4 Lakhs
2019-20	Priyadarshi Dutta	ETC	2020	Cognizant	4 Lakhs
2019-20	Ashutosh Dwibedi	ETC	2020	Cognizant	4 Lakhs
2019-20	Sagarika Priyadarsini	ETC	2020	CSM Technologies	2-3 Lakh
2019-20	Vishal Kumar	ETC	2020	CSM Technologies	2-3 Lakh
2019-20	Juli Kumari	ETC	2020	Dreamgains	5 Lakh
2019-20	Arpan Singh	ETC	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	Satyabrata Parhi	ETC	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	Gyan Prakash	ETC	2020	Financial Software & Systems(P) Ltd	4 Lakh
2019-20	Piyush Partik Das	ETC	2020	GYANASYS	4.5 Lakh
2019-20	Sujit Kanungo	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Sabyasachi Mohanty	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Shashikanta Sahoo	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh

2019-20	Shahanawaj Alam	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Sarfraz Hussain	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Amit Kumar Das	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Rupesh Kumar Nisanka	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Anil Kumar Sahoo	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Siddharth	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Rahul Kumar	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Chandan Chiranjeeb Sahoo	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Satya Ranjan Chand	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Chandan Kumar Sahoo	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Deepnovesh Pradhan	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Ankit Sanu	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Deepak Kumar Ray	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Rohan Kumar Padhan	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Soubhagya Singh	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Soumyaranjan Das	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Madan Mohan Das	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Biswajeet Rout	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh

2019-20	Rahul Sethi	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Sanjeet	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Abhishek kumar	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Satyaparaksh Nayak	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Loknath Hembram	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Sahil Nayak	ETC	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	Prashant Kumar	ETC	2020	IBM GBS	4.25 Lakhs
2019-20	Anuradha Raj	ETC	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	Vishal Sen	ETC	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	Sai Charan Mishra	ETC	2020	Lido Learning	3.6 Lakh (Fixed) + 2 Variable – During Internship
2019-20	Rituraj Bhuyan	ETC	2020	MEDITAB	3.6 Lakhs
2019-20	Pramod Kumar Pradhan	ETC	2020	MINDTREE	3.5 Lakh
2019-20	Amritanshu	ETC	2020	Qspider	(1.2Lakh-1.8Lakh)
2019-20	Jyotirmayee Rath	ETC	2020	Qspider	(1.2Lakh-1.8Lakh)
2019-20	Prabhinna Payoj Patnaik	ETC	2020	Spikewell Pvt. Ltd	2.4 Lakhs
2019-20	Deepali Pattanaik	ETC	2020	TCS	4.2 Lakhs
2019-20	Sayan Ghosh	ETC	2020	TCS	4.2 Lakhs
2019-20	Mrugank Ray	ETC	2020	TCS	4.2 Lakhs
2019-20	Archana Adhikari	ETC	2020	Tech Mahindra	3.25 Lakh
2019-20	Ankita Mishra	ETC	2020	Tech Mahindra	3.25 Lakh
2019-20	Ashirbad Singh	ETC	2020	VEDANTU	4 Lakh
2019-20	Ashis Kumar Barik	ETC	2020	VEDANTU	4 Lakh
2019-20	Suraj Das	ETC	2020	VEDANTU	4 Lakh
2019-20	Pankhuri Kumari	ETC	2020	VEDANTU	4 Lakh
2019-20	Jayashree Tripathy	ETC	2020	VEDANTU	4 Lakh
2019-20	Chitta Ranjan Barik	ETC	2020	VEDANTU	4 Lakh
2019-20	Debasish Parhi	ETC	2020	VEDANTU	4 Lakh
2019-20	Shubham Kumar Roy	ETC	2020	VEDANTU	4 Lakh
2019-20	Abhijit Jena	ETC	2020	VEDANTU	4 Lakh
2019-20	Rajesh Sahoo	ETC	2020	VEDANTU	4 Lakh
2019-20	Akash Kumar	ETC	2020	VEDANTU	4 Lakh
2019-20	Goutam Kumar Ray	ETC	2020	VEDANTU	4 Lakh

2019-20	Prafulla Kumar Rout	ETC	2020	VEDANTU	4 Lakh
2019-20	Soumyashree Dey	ETC	2020	VEDANTU	4 Lakh
2019-20	Sowmaya Ranjan Jena	ETC	2020	VEDANTU	4 Lakh
2019-20	Subham Susekhar Pani	ETC	2020	VEDANTU	4 Lakh
2019-20	Subhashree Deobabu	ETC	2020	VEDANTU	4 Lakh
2019-20	Supriya Mallick	ETC	2020	VEDANTU	4 Lakh
2019-20	Shubhajeet Dey	ETC	2020	VEDANTU	4 Lakh
2019-20	Suvam Basu	ETC	2020	VINOVE PVT LTD	4.22 Lakhs
2019-20	Dibyaranjan Barik	ETC	2020	Vis Networks Pvt. Ltd.	1.8 Lakhs
2019-20	Shubham Sourav	ETC	2020	WIPRO	3.5 Lakh
2019-20	AGNIBESHA MOHARANA	IT	2020	INDUSNET TECH	3.7 Lakhs
2019-20	RITU GUPTA	IT	2020	INDUSNET TECH	3.7 Lakhs
2019-20	SIDHARTH DASH	IT	2020	INDUSNET TECH	3.7 Lakhs
2019-20	SOURAV DEY	IT	2020	INDUSNET TECH	3.7 Lakhs
2019-20	TANMAY KUMAR	IT	2020	INDUSNET TECH	3.7 Lakhs
2019-20	ASHISH KUMAR BUGUDAI	IT	2020	ATMECS TECH	3.25 Lakhs
2019-20	GHANASHYAM MOHANTY	IT	2020	ATMECS TECH	3.25 Lakhs
2019-20	M P ABINASH	IT	2020	ATMECS TECH	3.25 Lakhs
2019-20	SAIPRASAD LENKA	IT	2020	ATMECS TECH	3.25 Lakhs
2019-20	DIBYAJYOTI PANIGRAHI	IT	2020	COGNIZANT	4 Lakhs
2019-20	NISHCHAY KUMAR SAHU	IT	2020	COGNIZANT	4 Lakhs
2019-20	SHAMMA PRAVEEN	IT	2020	COGNIZANT	4 Lakhs
2019-20	SOUMYA SOURAV NANDA	IT	2020	COGNIZANT	4 Lakhs
2019-20	SURBHI JYOTI	IT	2020	COGNIZANT	4 Lakhs
2019-20	SWAGAT BARIK	IT	2020	COGNIZANT	4 Lakhs
2019-20	TUSAR KANTA SWAIN	IT	2020	COGNIZANT	4 Lakhs
2019-20	SANAYAKANTA MISHRA	IT	2020	GYANASYS	4.5 Lakhs
2019-20	SWETA	IT	2020	GYANASYS	4.5 Lakhs
2019-20	AKANKSHA	IT	2020	IBM GBS	4.25 Lakhs
2019-20	DEBASIS SARANGI	IT	2020	IBM GBS	4.25 Lakhs
2019-20	MOHAMMAD SAHIL AFRIDI	IT	2020	IBM GBS	4.25 Lakhs
2019-20	RISHAB KUMAR	IT	2020	IBM GBS	4.25 Lakhs
2019-20	SUBHRAKANTA SAHOO	IT	2020	IBM GBS	4.25 Lakhs
2019-20	MAYANK RAJ	IT	2020	IBM GBS	4.25 Lakhs
2019-20	NADEEM ANWAR	IT	2020	Indus Net Technology (P) Ltd	4.1 Lakh
2019-20	BISWABHUSAN BAL	IT	2020	NIIT Technology	3.5 Lakhs
2019-20	SURIL SUCHARITA SENAPATI	IT	2020	NIIT Technology	3.5 Lakhs
2019-20	AMAR PRASAD ROUT	IT	2020	TCS	4.2 Lakhs
2019-20	ASHUTOSH SINGH	IT	2020	TCS	4.2 Lakhs
2019-20	BISWAJIT SWAIN	IT	2020	TCS	4.2 Lakhs
2019-20	RASMITA TARAI	IT	2020	TCS	4.2 Lakhs

2019-20	SUBODHANA ROUT	IT	2020	TCS	4.2 Lakhs
2019-20	SWAMYA RANJAN SWAIN	IT	2020	TCS	4.2 Lakhs
2019-20	D PARWATESHWAR RAO	IT	2020	VEDANTU	4 Lakhs
2019-20	ABHILASH ARYA	IT	2020	VEDANTU	4 Lakh
2019-20	AMIT PRAVA PATRA	IT	2020	VEDANTU	4 Lakh
2019-20	B SUDIPTA	IT	2020	VIS NETWORK PVT. LTD.	1.8 Lakhs
2019-20	MIRZA TOUQIR BAIG	IT	2020	VIS NETWORK PVT. LTD.	1.8 Lakhs
2019-20	SILSA SAPNIL	MBA	2020	BAJAJ ALLIANZ	3.5 Lakh
2019-20	Abhinash Samal	MBA	2020	Capital Via	4Lakh fixed + 3-8 Lakh variable
2019-20	Akhilesh Dubey	MBA	2020	Capital Via	4Lakh fixed + 3-8 Lakh variable
2019-20	Anwesha Tripathy	MBA	2020	Capital Via	4Lakh fixed + 3-8 Lakh variable
2019-20	B Parsheya	MBA	2020	Capital Via	4Lakh fixed + 3-8 Lakh variable
2019-20	DOLLY SINGH	MBA	2020	Extramarks Education Pvt. Ltd	(CTC: Tota. 12.4 Lakh (Fixed Rs.5.2 Lakh)
2019-20	Biswajit Panda	MBA	2020	ICICI Prudential Life Insurance	4 Lakh
2019-20	Debojit Behera	MBA	2020	ICICI Prudential Life Insurance	4 Lakh
2019-20	Dibyashree Behera	MBA	2020	ICICI Prudential Life Insurance	4 Lakh
2019-20	Dipanjali Routray	MBA	2020	ICICI Prudential Life Insurance	4 Lakh
2019-20	Diptirekha Mohapatra	MBA	2020	ICICI Prudential Life Insurance	4 Lakh
2019-20	Smita Mishra	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Sunil Shetty	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Suryaprakash Mohanty	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Syed Ashraf Hussain	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Kanungo Jibanendu Mohanty	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Hemant Kumar Das	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Pinky Kumari Gupta	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Priyanka Rani Dash	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Raja Dev	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	Salin Dash	MBA	2020	JUST DIAL	2.59 Lakh
2019-20	MALAYA KUMAR PADHI	MBA	2020	KOTAK MAHINDRA	3.5 Lakh
2019-20	Itishree Parida	MBA	2020	Reliance Ajio	3.4 Lakh
2019-20	Jayprakash Panda	MBA	2020	Reliance Ajio	3.4 Lakh
2019-20	Kalyani Patra	MBA	2020	Reliance Ajio	3.4 Lakh
2019-20	Liparani Padhy	MBA	2020	Reliance Ajio	3.4 Lakh
2019-20	Manas Kumar Muni	MBA	2020	Reliance Ajio	3.4 Lakh
2019-20	DEBASHISH MOHAPATRA	MBA	2020	SUNDARAM FINANCE	4 Lakh

2019-20	Manisha Mangraj	MBA	2020	Utkarsh Small Finance Bank	3.5 Lakh
2019-20	Mihir Kumar Sahoo	MBA	2020	Utkarsh Small Finance Bank	3.5 Lakh
2019-20	Milan Sahoo	MBA	2020	Utkarsh Small Finance Bank	3.5 Lakh
2019-20	Narmada Nayak	MBA	2020	Utkarsh Small Finance Bank	3.5 Lakh
2019-20	P Sandeep Reddy	MBA	2020	Utkarsh Small Finance Bank	3.5 Lakh
2019-20	SATYAJEET BEHERA	MBA	2020	VEDANTU	4 Lakh
2019-20	Pravat Chandra Gowda	MBA	2020	XL Dynamics	3.5 Lakh
2019-20	GYANA RANJAN SAHOO	MCA	2020	Bureau Veritas(India) Pvt. Ltd.	3.2 Lakh
2019-20	LOKANATHA SAMANTA	MCA	2020	Capgemini	6 Lakh
2019-20	SHAKTIRAJ DAS	MCA	2020	CBNITS India Pvt. Ltd.	3 Lakh to 3.6 Lakh
2019-20	BISWA BHARATI ROUT	MCA	2020	CBNITS India Pvt. Ltd.	3 Lakh to 3.6 Lakh
2019-20	DEEPSIKHA DAS	MCA	2020	Chubb Limited	5.8 Lakh
2019-20	HIMADRI DAS	MCA	2020	Chubb Limited	5.8 Lakh
2019-20	IVA BOSE	MCA	2020	Chubb Limited	5.8 Lakh
2019-20	BRUNDABATI PANIGRAHY	MCA	2020	Cognizant	4 Lakhs
2019-20	DEBAKANTA PANDA	MCA	2020	Cognizant	4 Lakhs
2019-20	GAYATRI SAHOO	MCA	2020	Cognizant	4 Lakhs
2019-20	JAGANNATH NAYAK	MCA	2020	CSM Technologies	2-3 Lakh
2019-20	KASNA BATUL	MCA	2020	CSM Technologies	2-3 Lakh
2019-20	MANORANJAN SAHOO	MCA	2020	CSM Technologies	2-3 Lakh
2019-20	MUKESH PATEL	MCA	2020	CSM Technologies	2-3 Lakh
2019-20	SANTOSH KUMAR PARIDA	MCA	2020	CSM Technologies	2-3 Lakh
2019-20	NAMITA MALA	MCA	2020	iOPEX Technology	3.8Lakh
2019-20	UJWAL KUMAR SAHOO	MCA	2020	IServeU Technology	3.2Lakh
2019-20	ABHIMANYU PATRA	MCA	2020	IServeU Technology	3.2Lakh
2019-20	AMARJYOTI PRADHAN	MCA	2020	IServeU Technology	3.2Lakh
2019-20	AMIT ANUPAM BIHARI	MCA	2020	IServeU Technology	3.2Lakh
2019-20	ANKITA PRIYADARSHANI MOHANTY	MCA	2020	IServeU Technology	3.2Lakh
2019-20	ASIS MANTRI	MCA	2020	IServeU Technology	3.2Lakh
2019-20	AMBIT KAR	MCA	2020	MothersonSumi INfotech & Designs Ltd. (MIND)	3.5 Lakh
2019-20	HITESH KUMAR MANIK	MCA	2020	Mphasis	2.5 Lakh
2019-20	BAISHAKHI MAHARANA	MCA	2020	Mphasis	2.5 Lakh

2019-20	ASHRUMOCHAN DASH	MCA	2020	Mphasis	2.5 Lakh
2019-20	PRIYANKA PRIYADARSHINI MOHANTY	MCA	2020	Netprophets Pvt. Ltd.	3Lakh
2019-20	PROBODHA GANNAYAK	MCA	2020	Netprophets Pvt. Ltd.	3Lakh
2019-20	RAHULA MOHANTY	MCA	2020	Netprophets Pvt. Ltd.	3Lakh
2019-20	ITISHREE MOHAPATRA	MCA	2020	Quest Global	3Lakh
2019-20	KUMAR PRIYADARSI	MCA	2020	Quest Global	3Lakh
2019-20	AVISHEK SATAPATHY	MCA	2020	Svaya Robotics Pvt. Ltd.	4.4 Lakh
2019-20	BIDYADHAR NAYAK	MCA	2020	Svaya Robotics Pvt. Ltd.	4.4 Lakh
2019-20	BISHAL BARAN SWAIN	MCA	2020	TCS	4.2 Lakhs
2019-20	CHOUDHURY P S SMITENDU	MCA	2020	TCS	4.2 Lakhs
2019-20	KARISMA SWAIN	MCA	2020	TCS	4.2 Lakhs
2019-20	DIPTI RANJAN BISWAL	MCA	2020	TCS	4.2 Lakhs
2019-20	DEEPAK KUMAR NAIK	MCA	2020	Tech Mahindra	3.25 Lakh
2019-20	SUBHASHREE PRIYADARSINI SAHOO	MCA	2020	Tetrasoft	3.7Lakh
2019-20	SUBHASHREE SUBHASMITA PATRA	MCA	2020	Tetrasoft	3.7Lakh
2019-20	SUNIL KUMAR SAMAL	MCA	2020	Tetrasoft	3.7Lakh
2019-20	SUNITA PARIDA	MCA	2020	Tetrasoft	3.7Lakh
2019-20	RAJIB KISKU	MCA	2020	ZIETA Technology	1.92Lakh
2019-20	RAJIT KUMAR RAY	MCA	2020	ZIETA Technology	1.92Lakh
2019-20	SAHEB KUMAR RAY	MCA	2020	ZIETA Technology	1.92Lakh
2019-20	AMAN JAISWAL	MECH	2020	Amtek Ring Gear Ltd.	2.6 Lakhs
2019-20	PANKAJ RAY	MECH	2020	ARI Global Solutions	2.5 Lakhs
2019-20	RAJALAXMI ROUTRAY	MECH	2020	ARI Global Solutions	2.5 Lakhs
2019-20	SIBASISH ROUT	MECH	2020	ARI Global Solutions	2.5 Lakhs
2019-20	SOMYA SUMAN PATTANAYAK	MECH	2020	ARI Global Solutions	2.5 Lakhs
2019-20	MD AJAZ HAIDER	MECH	2020	BONN METAL Construction LLC	2.4 Lakhs
2019-20	VIKAS KUMAR PANDEY	MECH	2020	Capgemini	5 Lakh
2019-20	ABINASH MOHAPATRA	MECH	2020	CSM Technologies	2-3 Lakh
2019-20	SUBHAM SRIVASTAV	MECH	2020	GYANASYS	4.5 Lakhs
2019-20	BHABANI SANKAR JENA	MECH	2020	GYANASYS	4.5 Lakhs
2019-20	B PRABHAKAR REDDY	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	DHANANJAY NAYAK	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh

2019-20	RASHMIRANJAN GIRI	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	RISHI KUMAR SHARMA	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	SAGAR SAMAL	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	SAMEER KUMAR BEHERA	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	SANTANU GARNAIK	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	SATYABRATA BEURIA	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	UMANJEET SINGH	MECH	2020	High-Technext Engg. & Telecom Pvt.Ltd.	2.64 Lakh
2019-20	NADEEM ALAM	MECH	2020	Hussaini Brother LLC	3 Lakhs
2019-20	RAJESH MOHANTY	MECH	2020	HYPER FILTRATION PVT. LTD	1.92 Lakhs
2019-20	AMAN KUMAR PANDEY	MECH	2020	HYPER FILTRATION PVT. LTD	1.92 Lakhs
2019-20	SRIRAM SWARUP DASH	MECH	2020	HYPER FILTRATION PVT. LTD	1.92 Lakhs
2019-20	PRIYA RANJAN PATRA	MECH	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	SIDDHARTHA SAHU	MECH	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	ANSHUMAN NAYAK	MECH	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	RAHUL KUMAR SINGH	MECH	2020	IIC TECHNOLOGIES LIMITED	2.5 Lakhs
2019-20	BINAY KUMAR PRADHAN	MECH	2020	Inviacix Solution Pvt. Ltd	3.6 Lakhs
2019-20	PARESH SAMAL	MECH	2020	Madhus Garage Equipments Pvt. Ltd	3.6 Lakhs
2019-20	PRADOSH KHUNTIA	MECH	2020	Madhus Garage Equipments Pvt. Ltd	3.6 Lakhs
2019-20	PRAKASH CHANDRA BARIK	MECH	2020	Madhus Garage Equipments Pvt. Ltd	3.6 Lakhs

2019-20	PRASANTA KUMAR BEHERA	MECH	2020	Madhus Garage Equipments Pvt. Ltd	3.6 Lakhs
2019-20	PRATAP MAJHI	MECH	2020	NAVA Ltd	2.5 Lakh
2019-20	RAKESH ROSHAN PAL	MECH	2020	TATA Steel	7 Lakhs
2019-20	AVINASH KUMAR MAHTO	MECH	2020	VEDANTU	4 Lakh
2019-20	RUPKIRAN ROUT	MECH	2020	VEDANTU	4 Lakh
2019-20	CHANDAN KUMAR GANTAYAT	MECH	2020	VEDANTU	4 Lakh
2019-20	DINESH KUMAR SAHOO	MECH	2020	VEDANTU	4 Lakh
2019-20	HADIBANDHU MARNDI	MECH	2020	VEDANTU	4 Lakh
2019-20	JAGANNATH NAIK	MECH	2020	VEDANTU	4 Lakh
2019-20	MANAS NAIK	MECH	2020	VEDANTU	4 Lakh
2019-20	MUBASSER HUSSAIN	MECH	2020	VEDANTU	4 Lakh
2019-20	SUMIT YADAV	MECH	2020	VEDANTU	4 Lakh
2018-19	PREM SHIT	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	PRITISUDHA DAS	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	PRIYANKA ROY	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	RAIMOHAN PARIDA	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	RASHMIKANTA ROUT	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	ROJALIN SAHOO	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	SAKTI PRAKASH DAS	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	SASWATI SWAIN	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	SOUMYA RANJAN MOHANTY	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	SUBHENDU KUMAR PANDA	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	SUBRAT SAHOO	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	SUMITRA KUMARI	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	VIVEK KUMAR MAHLI	CIVIL	2019	RDC Concrete	2.76 Lakhs
2018-19	ABINASH DAS	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	ANKIT KUMAR SAHOO	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	ARCHANA MALLICK	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	ASIMANANDA JENA	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	ASUTOSH PANDA	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	AYUSH KUMAR PANDA	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	BISWAJIT KHATOI	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	BISWAL BISWAKARMA	CIVIL	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	ABINASH SAHOO	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	ALOK DALEI	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	AMID RAZA	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	DIBYARANJAN PANDA	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	MASHKOOR ALAM	CIVIL	2019	ROTER LEHMANN	3 Lakhs

2018-19	MD WESH KARNI	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	PRITAM PYARI PADHY	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	PRIYADARSHINI SWAIN	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	PRIYANKA PRIYADARSHINI PARIDA	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	SOUMYA RANJAN SAHOO	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	SOUMYAJIT SAHOO	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	SUBHRA SASWATI MISHRA	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	SUVANKAR SAHU	CIVIL	2019	ROTER LEHMANN	3 Lakhs
2018-19	AVISEKH NAYAK	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	BIJAYALAXMI PRADHAN	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	BISWAJIT JENA	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	BISWAJITA BAISAKHI PRIYADARSINI	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	DIBYENDU SHEKHAR PRADHAN	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	IPSITA MUND	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	ITISHREE SAMAL	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	JYOTI RANJAN GACHHAYAT	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	KUMAR PATTNAYAK	CIVIL	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	LUSNA PRAVA PARIDA	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	MRUTYUNJAYA SINGH	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	PRABANTA PRIYADRSAN PALAI	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	PRAGYAN PARAMITA SINGH	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	PRATIK MALLIK	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	SOUMYA MOHANTY	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	SUDHANSHU SEKHAR BEHERA	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	SWARUP NAYAK	CIVIL	2019	ELEATION	3.2 lakhs
2018-19	HEMANTI KUMARI	CIVIL	2019	Practo	3Lakh
2018-19	JOSHEF KUMAR PARIDA	CIVIL	2019	Practo	3Lakh
2018-19	JYOSHNARANI PRADHAN	CIVIL	2019	Practo	3Lakh
2018-19	KISHAN KUMAR SAHOO	CIVIL	2019	Practo	3Lakh
2018-19	MILRED MANISH LUGUN	CIVIL	2019	Practo	3Lakh
2018-19	NITIN NARESH PATTANAYAK	CIVIL	2019	Practo	3Lakh
2018-19	PIYUSH DUTTA	CIVIL	2019	WIPRO	3.5 Lakhs
2018-19	PRAJNASHREE DASH	CIVIL	2019	WIPRO	3.5 Lakhs

2018-19	PRATIKSWARUP DAKSHINRAY	CIVIL	2019	WIPRO	3.5 Lakhs
2018-19	PRIYANKA PRIYADARSHINI ROUT	CIVIL	2019	WIPRO	3.5 Lakhs
2018-19	RAJ KUMAR PODDAR	CIVIL	2019	WIPRO	3.5 Lakhs
2018-19	RASHMI RANJAN BHUYAN	CIVIL	2019	WIPRO	3.5 Lakhs
2018-19	RATNAKANTA SAHOO	CIVIL	2019	WIPRO	3.5 Lakhs
2018-19	RISHAV KUMAR MOHANTY	CIVIL	2019	WIPRO	3.5 Lakhs
2018-19	AMAN RAJ	CSE	2019	AGILE GROUP	1.8 Lakhs
2018-19	KASTUREE NAYAK	CSE	2019	AGILE GROUP	1.8 Lakhs
2018-19	SNIGDHA SAHU	CSE	2019	AGILE GROUP	1.8 Lakhs
2018-19	SURAJ KUMAR SAHOO	CSE	2019	AGILE GROUP	1.8 Lakhs
2018-19	ABDUL SAMAD	CSE	2019	Bursys	2.56 Lakh
2018-19	AMIT KUMAR	CSE	2019	Bursys	2.56 Lakh
2018-19	ANKITA KUMARI	CSE	2019	BOOKINGJINI	3 Lakhs
2018-19	ASMITA KAR	CSE	2019	BOOKINGJINI	3 Lakhs
2018-19	SUBHASHREE SUPRAVA SAHOO	CSE	2019	BOOKINGJINI	3 Lakhs
2018-19	VISHAL KUMAR PANIGRAHI	CSE	2019	BOOKINGJINI	3 Lakhs
2018-19	ASHISH KUMAR	CSE	2019	COGNIZANT	4 Lakhs
2018-19	MANISHA SINGH	CSE	2019	COGNIZANT	4 Lakhs
2018-19	RASHINDER SINGH	CSE	2019	COGNIZANT	4 Lakhs
2018-19	RIMA ROY	CSE	2019	COGNIZANT	4 Lakhs
2018-19	SIMRAN RATH	CSE	2019	COGNIZANT	4 Lakhs
2018-19	SWAPNA MOHANTY	CSE	2019	COGNIZANT	4 Lakhs
2018-19	ABHISEK KUMAR SINGH	CSE	2019	CSM Technology	1.8 Lakhs
2018-19	ANKUR	CSE	2019	CSM Technology	1.8 Lakhs
2018-19	ANUJ KUMAR PRAJAPATI	CSE	2019	CSM Technology	1.8 Lakhs
2018-19	D.M.SWETA	CSE	2019	CSM Technology	1.8 Lakhs
2018-19	MUSKAN GURU	CSE	2019	CSM Technology	1.8 Lakhs
2018-19	RAHUL RAJ	CSE	2019	CSM Technology	1.8 Lakhs
2018-19	MONIKA MISHRA	CSE	2019	IServeU	3 Lakhs
2018-19	AMAN KUMAR	CSE	2019	IServeU	3 Lakhs
2018-19	ATULYA BHARDWAJ	CSE	2019	IServeU	3 Lakhs
2018-19	BISWAJIT MANGARAJ	CSE	2019	IServeU	3 Lakhs
2018-19	MOHAMMAD AMIN RAJA	CSE	2019	IServeU	3 Lakhs
2018-19	NIKHIL SINGH	CSE	2019	IServeU	3 Lakhs
2018-19	RICHA	CSE	2019	IServeU	3 Lakhs
2018-19	ROHIT SRIVASTAVA	CSE	2019	IServeU	3 Lakhs
2018-19	ANKITA NAYAK	CSE	2019	HIDDEN BRAINS	3 Lakhs
2018-19	RAKESH KUMAR MOHAPATRA	CSE	2019	HITACHI CONSULTING	4.5 Lakhs
2018-19	ASISH KUMAR MANASINGH	CSE	2019	I CREATE	2.3 Lakhs
2018-19	DEBASISH BARIK	CSE	2019	I CREATE	2.3 Lakhs
2018-19	SUMAN KUMAR BHADRA	CSE	2019	I CREATE	2.3 Lakhs

2018-19	AJ LOREN	CSE	2019	IBM	4.5 Lakhs
2018-19	APURVA KARN	CSE	2019	IBM	4.5 Lakhs
2018-19	PAYAL RATH	CSE	2019	IBM	4.5 Lakhs
2018-19	ABHISHEK KUMAR	CSE	2019	INFINITE	1.5 Lakhs
2018-19	RAKSHIT CHOUDHARY	CSE	2019	INFINITE	1.5 Lakhs
2018-19	ABHIJEET HALDER	CSE	2019	MEDIMOJO	2.32 Lakhs
2018-19	DIGANT KUSULIA	CSE	2019	MEDIMOJO	2.32 Lakhs
2018-19	INDRANEEL PRADHAN	CSE	2019	MEDIMOJO	2.32 Lakhs
2018-19	ADARSH MOHANTY	CSE	2019	MINDTREE	3 Lakhs
2018-19	ASHIS KAMANI	CSE	2019	MINDTREE	3 Lakhs
2018-19	LOPAMUDRA PARIDA	CSE	2019	MINDTREE	3 Lakhs
2018-19	PRAGYAN PALLAVI MISHRA	CSE	2019	MINDTREE	3 Lakhs
2018-19	PRANAV K DAS	CSE	2019	MINDTREE	3 Lakhs
2018-19	RISHAV KUMAR	CSE	2019	MINDTREE	3 Lakhs
2018-19	A. SIBA PATRO	CSE	2019	NEEBAL TECHNOLOGIES	1.5 lakhs
2018-19	AMAN	CSE	2019	NEEBAL TECHNOLOGIES	1.5 lakhs
2018-19	APURV MISHRA	CSE	2019	NEEBAL TECHNOLOGIES	1.5 lakhs
2018-19	HARISH CHOUDHURY	CSE	2019	NEEBAL TECHNOLOGIES	1.5 lakhs
2018-19	RABINARAYAN SAHOO	CSE	2019	NEEBAL TECHNOLOGIES	1.5 lakhs
2018-19	RAJASWINI KUND	CSE	2019	NEEBAL TECHNOLOGIES	1.5 lakhs
2018-19	AISHWARYA	CSE	2019	QSPIDER	3.6 lakhs
2018-19	AJAY KUMAR PRADHAN	CSE	2019	QSPIDER	3.6 lakhs
2018-19	BARSHARANI ROUT	CSE	2019	QSPIDER	3.6 lakhs
2018-19	CHINMAYEE MEKAP	CSE	2019	QSPIDER	3.6 lakhs
2018-19	DAMINI PATTANAYAK	CSE	2019	QSPIDER	3.6 lakhs
2018-19	HARI SHARAN DASH	CSE	2019	QSPIDER	3.6 lakhs
2018-19	PRIYANKA PRIYADARSANI JENA	CSE	2019	QSPIDER	3.6 lakhs
2018-19	SAIKRISHNA SWAIN	CSE	2019	QSPIDER	3.6 lakhs
2018-19	SRIYANKA SAHOO	CSE	2019	QSPIDER	3.6 lakhs
2018-19	TANUJA NAYAK	CSE	2019	QSPIDER	3.6 lakhs
2018-19	BISMAY RANJAN MOHANTY	CSE	2019	SHIKSHA INFOTECH	2.8 Lakhs
2018-19	BASU MAITY	CSE	2019	STAYINFRONT INDIA PVT LTD	1.8 Lakhs
2018-19	GOPAL KUMAR	CSE	2019	STAYINFRONT INDIA PVT LTD	1.8 Lakhs
2018-19	ADITI MAHATO	CSE	2019	SUDOFIRE	2.4 Lakhs
2018-19	ANKIT KUMAR	CSE	2019	SUDOFIRE	2.4 Lakhs
2018-19	BISHNU PRASAD PRUSTY	CSE	2019	SUDOFIRE	2.4 Lakhs
2018-19	DEBAJYOTI KAR	CSE	2019	SUDOFIRE	2.4 Lakhs
2018-19	KRISHNAKANTA PARHI	CSE	2019	SUDOFIRE	2.4 Lakhs

2018-19	PRIYANKA PRIYADARSHINI PRADHAN	CSE	2019	SUDOFIRE	2.4 Lakhs
2018-19	SANGITA SUTAR	CSE	2019	SUDOFIRE	2.4 Lakhs
2018-19	SMITA SUNIL KUMAR PARIJA	CSE	2019	SUDOFIRE	2.4 Lakhs
2018-19	AMAN ANUPAM RAY	CSE	2019	TCS	3.6 lakhs
2018-19	ASHISH RAJ	CSE	2019	TCS	3.6 lakhs
2018-19	AYASH KUMAR PARIDA	CSE	2019	TCS	3.6 lakhs
2018-19	JYOTIRMAYA PANDA	CSE	2019	TCS	3.6 lakhs
2018-19	PRASMITA MOHANTY	CSE	2019	TCS	3.6 lakhs
2018-19	RAKESH KUMAR DASH	CSE	2019	TCS	3.6 lakhs
2018-19	SAMBIT KUMAR PATI	CSE	2019	TCS	3.6 lakhs
2018-19	SANDEEP KUMAR RANA	CSE	2019	TCS	3.6 lakhs
2018-19	SATYABRATA MOHANTY	CSE	2019	TCS	3.6 lakhs
2018-19	SHAKTI PATTANAIK	CSE	2019	TCS	3.6 lakhs
2018-19	SHUBHAM AGARWAL	CSE	2019	TCS	3.6 lakhs
2018-19	SIDDHARTHA HARICHANDAN	CSE	2019	TCS	3.6 lakhs
2018-19	SOURAV RANJAN MISHRA	CSE	2019	TCS	3.6 lakhs
2018-19	SWAPNIL MOHANTY	CSE	2019	TCS	3.6 lakhs
2018-19	PARTHASARATHI SAMANTARAY	CSE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	ROJALIN DWIVEDY	CSE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	SARBAJIT SHARMA	CSE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	SOLANKI SEKHAR SINGH	CSE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	SWOSTI SUBHADARSINI SAHOO	CSE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	UTKALIKA MAJHI	CSE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	VIVEK KUMAR	CSE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	ABHISHEK PALAI	CSE	2019	WIPRO	3.5 Lakhs
2018-19	ASWINI PRASAD PUHAN	CSE	2019	WIPRO	3.5 Lakhs
2018-19	DEBASISH PANDA	CSE	2019	WIPRO	3.5 Lakhs
2018-19	JAYA PRAKASH SAHOO	CSE	2019	WIPRO	3.5 Lakhs
2018-19	MANORANJAN SAHOO	CSE	2019	WIPRO	3.5 Lakhs
2018-19	RAMESHWAR NATH PANDEY	CSE	2019	WIPRO	3.5 Lakhs
2018-19	SANDIPTA MOHANTY	CSE	2019	WIPRO	3.5 Lakhs
2018-19	SUBHAM VERMA	CSE	2019	WIPRO	3.5 Lakhs
2018-19	SUBHASISH DASH	CSE	2019	WIPRO	3.5 Lakhs
2018-19	ADITYA KUMAR MOHANTY	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	AMRITA PRITAM HOTA	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	BHABA SANKAR DAS	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	BISWAJIT NAYAK	CSE	2019	XCELCORP	2.4 Lakhs

2018-19	D.K. BHAGYASHREE	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	G.SREEJA MONJUSHA	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	KUNDAN PRADHAN	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	LAXMIPRIYA NAYAK	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	PRACHI NAYAK	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	SHRADHA RAY	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	SMRUTI PATTANAIK	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	SUBHAM CHOUDHARY	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	TANUSHREE DUTTA	CSE	2019	XCELCORP	2.4 Lakhs
2018-19	ABHISHEK KUMAR	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	ABINASH KUMAR JENA	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	AISHWARYA NISHIPADMA NAYAK	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	ASHUTOSH MAHAPATRA	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	BARSHA MAHARANA	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	DIBYAJYOTI CHAND	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	MUKTI PRASAD SASMAL	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	SABYASACHI PRUSTY	CSE	2019	XTREMSOFT TECHNOLOGIES	2.15 lakhs
2018-19	ANSHUL RAJ	EE	2019	HENGTONG GROUP	2.4 Lakhs
2018-19	DEBADATTA MOHAPATRA	EE	2019	HENGTONG GROUP	2.4 Lakhs
2018-19	RUDRA PRASAD MISHRA	EE	2019	HENGTONG GROUP	2.4 Lakhs
2018-19	SURYAKANT SAHOO	EE	2019	JYOTI ELECTRO	2.4 Lakhs
2018-19	SNEHASIS SWAIN	EE	2019	JYOTI ELECTRO	2.4 Lakhs
2018-19	BRIJESH NANDA	EE	2019	Black KNIGHT	2 Lakhs
2018-19	KIRTI RANJAN SWAIN	EE	2019	Black knight	2 Lakhs
2018-19	BIBHUDATTA RAJGURU	EE	2019	CSM Technology	1.8 Lakhs
2018-19	MOHAN BARIK	EE	2019	CSM Technology	1.8 Lakhs
2018-19	BISWANATH MAHAL	EE	2019	Fss	4 Lakhs
2018-19	MH SAMEER SEKHAR PATRA	EE	2019	Fss	4 Lakhs
2018-19	PRAKASH KUMAR SAHOO	EE	2019	HIND RECTIFIER- 2 LPA	3 Lakhs
2018-19	BUDUJ MAJHI	EE	2019	MINDTREE	3 Lakhs
2018-19	SAMESH KUMAR RATH	EE	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	SHRIPATI SAGAR PATTNAYAK	EE	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	ABHISHEK SAHOO	EE	2019	Rajdeep Infotech	1.34 Lakh
2018-19	GOUTTAM SAHU	EE	2019	Rajdeep Infotech	1.34 Lakh
2018-19	SANAT KHUNTIA	EE	2019	Rajdeep Infotech	1.34 Lakh
2018-19	SUBHAM KUMAR	EE	2019	Rajdeep Infotech	1.34 Lakh
2018-19	CHITTA RANJAN MOHAPATRA	EE	2019	SURYA INTERNATIONAL	2 Lakhs

2018-19	PRATYUSH KUMAR MOHANTY	EE	2019	SURYA INTERNATIONAL	2 Lakhs
2018-19	BIJAYALAXMI NAYAk	EE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	ASUTOSH SAHOO	EE	2019	Visnet	2.2 Lakhs
2018-19	CHINMAY KUMAR SAHOO	EE	2019	Visnet	2.2 Lakhs
2018-19	PRAJNA SUSHREESMITA TRIPATHY	EEE	2019	ApMoSys Technologies	2.2 Lakh
2018-19	SATYASHANKAR PARIJA	EEE	2019	ApMoSys Technologies	2.2 Lakh
2018-19	SUBHRANSU NAYAK	EEE	2019	Black Knight	2 Lakhs
2018-19	RITU DUTTA	EEE	2019	BLACK KNIGHT	2 Lakhs
2018-19	DEBASMITA BHATTACHARJEE	EEE	2019	CSM Technology	1.8 Lakhs
2018-19	PRAGATI SETHY	EEE	2019	CSM Technology	1.8 Lakhs
2018-19	PRASHANT PRAKASH SINGH	EEE	2019	FEDCO	1.44 Lakhs
2018-19	JITENDRA KUMAR DIHUDI	EEE	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	MANMATH PRADHAN	EEE	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	PRAMOD KUMAR PARIDA	EEE	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	SAKAR OJHA	EEE	2019	Fss	4 Lakhs
2018-19	ASHISH KUMAR CHOUBEY	EEE	2019	JYOTI ELECTRO	3 Lakh
2018-19	MANISHA KUMARI	EEE	2019	JYOTI ELECTRO	3 Lakh
2018-19	BISHUDDHA NANDA DAS	EEE	2019	MINDTREE	3 Lakhs
2018-19	SAROJ KUMAR SAHOO	EEE	2019	MINDTREE	3 Lakhs
2018-19	AMANULLAH	EEE	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	MD SHAMS TABREZ HASSAN	EEE	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	ANUPAMA PANIGRAHI	EEE	2019	QSPIDER	3.6 Lakhs
2018-19	SHAIKH SALMAN	EEE	2019	Tata Motors	2.4 Lakh
2018-19	BM BISWAPRAKASH PARIDA	EEE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	SAIRAJ SATAPATHY	EEE	2019	TUDIP TECHNOLOGIES	2.4 Lakhs
2018-19	CHITTARANJANN SETHI	EEE	2019	Visnet	2.2 Lakhs
2018-19	MOTILAL JOSHIRA	EEE	2019	Visnet	2.2 Lakhs
2018-19	Shagufta Perwez	ETC	2019	AGILE GROUP	1.8 Lakh
2018-19	Bidhu Bhusan Dash	ETC	2019	AGILE GROUP	1.8 Lakh
2018-19	Pallav Nigam	ETC	2019	AGILE GROUP	1.8 Lakh
2018-19	Priti Das	ETC	2019	AGILE GROUP	1.8 Lakh
2018-19	Rohan Kumar Behera	ETC	2019	AGILE GROUP	1.8 Lakh
2018-19	Payal Sardar	ETC	2019	Arkin Software Pvt. Ltd	2.4 Lakh
2018-19	Polaki Alisha Patro	ETC	2019	Badve Group	1.26 Lakh
2018-19	Sunita Hembram	ETC	2019	Badve Group	1.26 Lakh

2018-19	Chinmayee Jena	ETC	2019	Badve Group	1.26 Lakh
2018-19	Riddhi Agarwal	ETC	2019	Citrix	3.5 Lakh
2018-19	Abishek Ravindran	ETC	2019	COGNIZANT	5 Lakhs
2018-19	Ritu Singh	ETC	2019	COGNIZANT	6 Lakhs
2018-19	Prachi Parimita Mishra	ETC	2019	CSM Technology	1.8 Lakhs
2018-19	Aishwarya Nayak	ETC	2019	Evince Development Pvt.Ltd	4 Lakh
2018-19	Shubham Poddar	ETC	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	Shakti Prasad Mishra	ETC	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	Shubham Kumar Gupta	ETC	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	Meet Joshi	ETC	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	Ivaturi Srinivas	ETC	2019	Fiem Industries Ltd.	1.26 Lakhs
2018-19	Abinash Dhal	ETC	2019	Hengtong	2.4 Lakh
2018-19	Alisha Das	ETC	2019	Hengtong	2.4 Lakh
2018-19	Manisha Kumari Padhy	ETC	2019	Hengtong	2.4 Lakh
2018-19	Priyanka Priyadarshini	ETC	2019	Hidden Brains Infotech Pvt. Ltd.	3 Lakhs
2018-19	Sourabh Chhabada	ETC	2019	INFINITE	1.5 Lakh
2018-19	Manish Kumar	ETC	2019	Jytra Technologies	2 Lakh
2018-19	Mohammad Shahnawaz	ETC	2019	Jytra Technologies	2 Lakh
2018-19	Ms. Sipra Tejaswani Sahoo	ETC	2019	Kasura Technologies	3.5 Lakh
2018-19	Priyanka Kerketta	ETC	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	Ajoy Kumar Mahakud	ETC	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	Swadhin Sangram Sahoo	ETC	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	Rupam Kumari	ETC	2019	NYINST-XCEL Corp	2.4- 3.6 Lakh
2018-19	Medha Shri Vastava	ETC	2019	NYINST-XCEL Corp	2.4- 3.6 Lakh
2018-19	Sayantani Bala	ETC	2019	Perfectvips Techno Solutions Pvt Ltd	1.8 Lakh
2018-19	Akanksha	ETC	2019	Jytra Technologies	2 Lakh
2018-19	Farin Yasmin	ETC	2019	Jytra Technologies	2 Lakh
2018-19	Amrita Roy	ETC	2019	Jytra Technologies	2 Lakh
2018-19	Neha Kumari	ETC	2019	Jytra Technologies	2 Lakh
2018-19	OM SATYAM PANDA	ETC	2019	Rajdeep Infotech	1.34 Lakh
2018-19	ANURAG KUMAR	ETC	2019	Rajdeep Infotech	1.34 Lakh

2018-19	Swadhin Kumar Senapati	ETC	2019	Rajdeep Infotech	1.34 Lakh
2018-19	Sukanta Kumar Paikaray	ETC	2019	Rajdeep Infotech	1.34 Lakh
2018-19	ASHISH KUMAR SWAIN	ETC	2019	Rajdeep Infotech	1.34 Lakh
2018-19	Shivam Kumar Jha	ETC	2019	Siksha Infotech	2.8 Lakh
2018-19	Satya Prakash Behera	ETC	2019	Siksha Infotech	2.8 Lakh
2018-19	Jyoti Ranjan Mohanty	ETC	2019	Sudofire	2.4 Lakh
2018-19	Nirnayant Das	ETC	2019	Sudofire	2.4 Lakh
2018-19	Ritesh Kumar Swain	ETC	2019	Sudofire	2.4 Lakh
2018-19	Suraj Mohanty	ETC	2019	Sudofire	2.4 Lakh
2018-19	Bijayinee Swain	ETC	2019	Tata Motors	2.4 Lakh
2018-19	Geeti Krishna Sahu	ETC	2019	Tata Motors	2.4 Lakh
2018-19	Abhishek Mahapatra	ETC	2019	Tata Motors	2.4 Lakh
2018-19	Mukesh Kumar Sahu	ETC	2019	TCS	3.6 Lakh
2018-19	Priyanka P Samantaray	ETC	2019	TCS	3.6 Lakh
2018-19	Himanshu Kumar	ETC	2019	TUDIP TECHNOLOGIES	2.4 Lakh
2018-19	Jyoti Patel	ETC	2019	Webisdom Management Pvt.Ltd	1.8 Lakh
2018-19	Munmum Rani	ETC	2019	Webisdom Management Pvt.Ltd	1.8 Lakh
2018-19	Amita Patra	ETC	2019	Webisdom Management Pvt.Ltd	1.8 Lakh
2018-19	Shreya	ETC	2019	Webisdom Management Pvt.Ltd	1.8 Lakh
2018-19	Debashree Nayak	ETC	2019	Webisdom Management Pvt.Ltd	1.8 Lakh
2018-19	Shubham Kumar	ETC	2019	Webisdom Management Pvt.Ltd	1.8 Lakh
2018-19	Suchismita Sahoo	ETC	2019	Webisdom Management Pvt.Ltd	1.8 Lakh
2018-19	Ajit Kumar Panigrahi	ETC	2019	WIPRO	3.5 Lakhs
2018-19	MANISHA MOHAPATRA	IT	2019	STAYINFRONT INDIA PVT LTD	1.8 Lakhs
2018-19	RAJENDRA KUMAR ROUT	IT	2019	STAYINFRONT INDIA PVT LTD	1.8 Lakhs
2018-19	SHRUTI MAJUMDAR	IT	2019	STAYINFRONT INDIA PVT LTD	1.8 Lakhs
2018-19	UDIT NARAYAN SIA	IT	2019	STAYINFRONT INDIA PVT LTD	1.8 Lakhs
2018-19	ANKIT SARANGI	IT	2019	Sutherland	2.5 Lakhs
2018-19	LEEMA DHAL	IT	2019	Sutherland	2.5 Lakhs
2018-19	NANCY ROUTRAY	IT	2019	Sutherland	2.5 Lakhs
2018-19	SACHIN GIRI	IT	2019	Sutherland	2.5 Lakhs
2018-19	SONAM SAHOO	IT	2019	Sutherland	2.5 Lakhs

2018-19	Sanatana Sahoo	MBA	2019	ICICI PRUDENTIAL	2 Lakh
2018-19	SANATANA SAHOO	MBA	2019	MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD	2.5 Lakh
2018-19	SOUMYA RANJAN	MBA	2019	MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD	2.5 Lakh
2018-19	Sushree Bhabani Das	MBA	2019	HIDESIGN	2.5Lakh
2018-19	Bibhupada Mohapatra	MBA	2019	HIDESIGN	2.5 Lakh
2018-19	Smruti Salona Das	MBA	2019	HIDESIGN	2.5 Lakh
2018-19	Ambrish Das	MBA	2019	Mahindra Finance	3 Lakh
2018-19	Sidharth Mohanta	MBA	2019	Mahindra Finance	3 Lakh
2018-19	Mohammed Shahrukh	MBA	2019	Mahindra Finance	3 Lakh
2018-19	Mirza Asad Aashna Baigh	MBA	2019	Mahindra Finance	4 Lakh
2018-19	Aman Kumar Jaiswal	MBA	2019	Mahindra Finance	4 Lakh
2018-19	Nilesh Mohanty	MBA	2019	SBI LIFE INSURANCE	3.5Lakh
2018-19	Swapnajit Singh	MBA	2019	Sriram General	1.8 Lakh
2018-19	Ashish Kumar Nayak	MBA	2019	Sriram General	1.8 Lakh
2018-19	Ashutosh Bhuyan	MBA	2019	Sriram General	1.8 Lakh
2018-19	Pravat Kumar Panda	MBA	2019	Sriram General	1.8 Lakh
2018-19	Jayshree Mishra	MBA	2019	Sriram General	1.8 Lakh
2018-19	Biswajit Pradhan	MBA	2019	Sundaram Finance	1.8 Lakh
2018-19	Kunal Gawda	MBA	2019	Sundaram Finance	1.8 Lakh
2018-19	Utkalika Nayak	MBA	2019	Sundaram Finance	1.8 Lakh
2018-19	Ganapati Patel	MBA	2019	Sundaram Finance	1.8 Lakh
2018-19	Dipti Ranjan Mahakud	MBA	2019	Sundaram Finance	1.8 Lakh
2018-19	Nikhil Kumar Kaur	MBA	2019	Sundaram Finance	1.8 Lakh
2018-19	SUPRANJALI PATRA	MBA	2019	TALENT CORNER	2.15 Lakh
2018-19	Smruti Ranjan Panda	MBA	2019	TALENT CORNER	2.15 Lakh
2018-19	Pradosh Kumar Mohanty	MCA	2019	Aloha Technology Ltd	2.5 Lakh
2018-19	BIBHUDUTTA DAS	MCA	2019	Aloha Technology Ltd	2.5 Lakh
2018-19	RIKITESH PATRA	MCA	2019	Aloha Technology Ltd	2.5 Lakh
2018-19	ITIHAS ROUT	MCA	2019	Aloha Technology Ltd	2.5 Lakh
2018-19	NIKHIL KUMAR GIRI	MCA	2019	Aloha Technology Ltd	2.5 Lakh
2018-19	JAGANNATH TRIPATHY	MCA	2019	Aloha Technology Ltd	2.5 Lakh
2018-19	HIMANSU SEKHAR MISHRA	MCA	2019	Aloha Technology Ltd	2.5 Lakh
2018-19	SUBRAT KUMAR MAHI	MCA	2019	ApMoSys Technologies	2.2 Lakh
2018-19	GYANARANJAN SAHOO	MCA	2019	ApMoSys Technologies	2.2 Lakh

2018-19	DIKSHYA RANI SAHOO	MCA	2019	ApMoSys Technologies	2.2 Lakh
2018-19	SUBHAKANKSHI PARIDA	MCA	2019	ApMoSys Technologies	2.2 Lakh
2018-19	ABHISHEK NAYAK	MCA	2019	ApMoSys Technologies	2.2 Lakh
2018-19	SHREEDATTA SWETA NANDA	MCA	2019	H T LOGICS PRIVATE LIMITED	2.8 - 3Lakh
2018-19	BINAYAK BEHERA	MCA	2019	InstaSafe Technologies	2.5 – 3.5 Lakh
2018-19	SUVASMITA SWAIN	MCA	2019	InstaSafe Technologies	2.5 – 3.5 Lakh
2018-19	RASHMI RANJAN NATH	MCA	2019	InstaSafe Technologies	2.5 – 3.5 Lakh
2018-19	ALOK KUMAR BHOL	MCA	2019	InstaSafe Technologies	2.5 – 3.5 Lakh
2018-19	PRIYADARSINI PRADHAN	MCA	2019	iServeU Technology Pvt. Ltd.	3 Lakh
2018-19	JYOTI PRAKASH SAHOO	MCA	2019	iServeU Technology Pvt. Ltd.	3 Lakh
2018-19	SARTHAK DAS	MCA	2019	iServeU Technology Pvt. Ltd.	3 Lakh
2018-19	CHINMAYA KUMAR PRADHAN	MCA	2019	iServeU Technology Pvt. Ltd.	3 Lakh
2018-19	PRASANJEET MOHAPATRA	MCA	2019	iServeU Technology Pvt. Ltd.	3 Lakh
2018-19	KRITY KANDHWE	MCA	2019	M/S FSS	3.7Lakh
2018-19	SOUMYA NARAYANA DASH	MCA	2019	M/S FSS	3.7Lakh
2018-19	SOUMYA MISHRA	MCA	2019	M/S FSS	3.7Lakh
2018-19	SWARNALAXMI RATH	MCA	2019	M/S FSS	3.7Lakh
2018-19	Smrutikanta Swain	MCA	2019	M/S FSS	3.7Lakh
2018-19	Sudipta Ranjan Patra	MCA	2019	M/S FSS	3.7Lakh
2018-19	ARUNDHATI RANA	MCA	2019	Oditek Solutions Pvt. Ltd.	2 Lakh
2018-19	PRANAB JYOTI ROUT	MCA	2019	Oditek Solutions Pvt. Ltd.	2 Lakh
2018-19	SHASWATI UPADHYAYA	MCA	2019	Oditek Solutions Pvt. Ltd.	2 Lakh
2018-19	KABITA PRADHAN	MCA	2019	Oditek Solutions Pvt. Ltd.	2 Lakh
2018-19	LIPSA PRADHAN	MCA	2019	Oditek Solutions Pvt. Ltd.	2 Lakh
2018-19	BIKASH KUMAR SAHU	MCA	2019	RechargeKit Communications Pvt. Ltd.	3 Lacs – 4Lacs

2018-19	SHREEBALLAV BEHERA	MCA	2019	RechargeKit Communications Pvt. Ltd.	3 Lacs – 4Lacs
2018-19	SANDEEP KUMAR BHUYAN	MCA	2019	RechargeKit Communications Pvt. Ltd.	3 Lacs – 4Lacs
2018-19	SURYA NARAYAN DASH	MCA	2019	RechargeKit Communications Pvt. Ltd.	3 Lacs – 4Lacs
2018-19	MURALIDHAR BEHERA	MCA	2019	RechargeKit Communications Pvt. Ltd.	3 Lacs – 4Lacs
2018-19	SIDDHARTH SANKAR SAMAL	MCA	2019	StayinFront India Pvt. Ltd.	1.8Lakh
2018-19	SATYAJEET MOHANTY	MCA	2019	VIS Network Pvt. Ltd.	2.4- 3 Lakh
2018-19	PRADYOT KUMAR DALEI	MCA	2019	VIS Network Pvt. Ltd.	2.4- 3 Lakh
2018-19	ABHINASUNDAR PATRA	MCA	2019	Yusata Infotech Private Limited	2Lakh
2018-19	ABHISHEK NAYAK	MCA	2019	Yusata Infotech Private Limited	2Lakh
2018-19	GHASIRAM NAIK	MCA	2019	Yusata Infotech Private Limited	2Lakh
2018-19	PRIYADARSHEE JOSHI	MCA	2019	Yusata Infotech Private Limited	2Lakh
2018-19	ALOK KUMAR SAHU	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	C.SRINIBAS SUBUDHI	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	CHINMAYA GARU	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	DEEPAK KUMAR GOUDA	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	DEEPAK KUMAR SINGH	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	DIBYAJYOTI BEHERA	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	DIBYASOURAV DAS	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	KRISHNA KUMAR	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	MOHAMMAD FAISAL	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	PRITAM KUMAR SAHOO	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	SAILESH MOHAPATRA	MECH	2019	Muvro Technologies	3.25Lakh
2018-19	SUMIT KUMAR NANDA	MECH	2019	HENGTONG GROUP	2.4 Lakhs
2018-19	SUNIL KUMAR PRADHAN	MECH	2019	HENGTONG GROUP	2.4 Lakhs
2018-19	LALIT KUMAR MOHANTY	MECH	2019	SUPREME INDUSTRIES	2.5 Lakh

2018-19	MANISH KUMAR ROUT	MECH	2019	SUPREME INDUSTRIES	2.5 Lakh
2018-19	SASWAT SHANKAR MOHANTY	MECH	2019	SUPREME INDUSTRIES	2.5 Lakh
2018-19	CHINMAY PRASAD	MECH	2019	TATA MOTORS	3 Lakhs
2018-19	KAUSTAV PRAMANIK	MECH	2019	TATA MOTORS	4 Lakhs
2018-19	RAHUL PRAKASH BISWAL	MECH	2019	TATA MOTORS	5 Lakhs
2018-19	ASHOK YADAV	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	DHIREJ KUMAR MAHATO	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	PRATAP UDIT PANDA	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	PRITAM KUMAR BEHERA	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	SANDEEP KUMAR DAS	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	SANGRAM KAR	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	SANTANU CHOUDHURY	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	SASWAT RANJAN KHUNTIA	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	SHOBHAN KUMAR SAHOO	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	SIDHI RANJAN NAGA	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	VIVEK RANJAN	MECH	2019	Amtek Ring Gear Ltd.	2.3 Lakhs
2018-19	PRINCE KUMAR	MECH	2019	JYOTI ELECTRO	2.4 Lakhs
2018-19	RAJESH KUMAR PANDA	MECH	2019	JYOTI ELECTRO	2.4 Lakhs
2018-19	RUDRA PRAKASH DASH	MECH	2019	JYOTI ELECTRO	2.4 Lakhs
2018-19	SUVENDU DAS	MECH	2019	JYOTI ELECTRO	2.4 Lakhs
2018-19	ABHIJIT MOHAPATRA	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	ABHISHEK BEHERA	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	AMIYA NAYAK	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	ANSHUMAN MISHRA	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	ANUP KUMAR BHUYAN	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	ARPAN KUMAR SAMANTARAY	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	DEBASHIS BISOYE	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	JITESH KUMAR DORA	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	KSHITISH DAS	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	RANDHIR PATTNAIK	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs

2018-19	SAURAV DAS	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	SIDDHARTH SAMAL	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	SOURAV SAHU	MECH	2019	GLS FILM INDUSTRIES	4.2 Lakhs
2018-19	CHINMAYA KAR	MECH	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	DEBASHISH SAHOO	MECH	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	AUROBINDA SWAIN	MECH	2019	Motherson Sumi Systems Ltd.	3.5 Lakh
2018-19	MD WASIM AJAZ	MECH	2019	NATIONAL AUTO PLAST	3.5 Lakh
2018-19	OMKAR MOHAPATRA	MECH	2019	NATIONAL AUTO PLAST	3.5 Lakh
2018-19	SOURABH KUMAR	MECH	2019	NATIONAL AUTO PLAST	3.5 Lakh
2018-19	SUBRAT KAR	MECH	2019	NATIONAL AUTO PLAST	3.5 Lakh
2018-19	SUBRAT KUMAR GOUDA	MECH	2019	NATIONAL AUTO PLAST	3.5 Lakh
2018-19	ANSUMAYA JENA	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	BISWABHUSAN CHOUDHURY	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	CHINMAYA KUMAR BEHERA	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	KARAN KUMAR PASWAN	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	NABA KUMAR SANTRA	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	PARAGRENU LENKA	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	PRANJOL SINHA	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	PRITISH KUMAR NAYAK	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	RAVI RANJAN KUMAR	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	SOUMYA RANJAN PRADHAN	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	SUSHANTA BEHERA	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	VISHAL TIWARI	MECH	2019	SHARDA MOTORS	3 Lakhs
2018-19	BINAYA DASH	MECH	2019	SHRI RAM PANELS	2.5 Lakhs
2018-19	ABHAYA BEHERA	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs
2018-19	ANIL KUMAR BEHERA	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs
2018-19	ASHUTOSH ROUT	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs

2018-19	BIBHUTI RANJAN SWAIN	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs
2018-19	BINAY KUMAR SWAIN	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs
2018-19	MUSTAHSAN JAMIL SIDDIQUI	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs
2018-19	RAJSEKHAR SAHOO	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs
2018-19	SUBRAT RANJAN SAHOO	MECH	2019	SUNBEAM AUTO PVT. LTD.	3 Lakhs

5.2.1 Percentage of placement of outgoing students and students progressing to higher education

Year	Name of student who enrolled for higher education	Program graduated from	Year of graduation	Name of institution joined	Name of program admitted to
2018-19	AMITA PATRA	ETC	2019	VSSUT,Burla	M.Tech
2018-19	ABHISHEK BHOLA	ETC	2019	CET,BBSR	M.Tech
2018-19	ADITI MOHAPATRA	ETC	2019	CET,BBSR	M.Tech
2018-19	AMAN	ETC	2019	VSSUT,Burla	M.Tech
2018-19	ABHISHEK KUMAR	ETC	2019	KIIT,BBSR	MBA
2018-19	A. SIBA PATRO	CSE	2019	KIIT,BBSR	M.Tech
2018-19	BISWAJIT MANGARAJ	CSE	2019	KIIT,BBSR	MBA
2018-19	DEBAJYOTI KAR	CSE	2019	VSSUT,Burla	M.Tech
2018-19	KISHAN RANJAN SAHU	CSE	2019	CET,BBSR	M.Tech
2018-19	MANISHA MOHAPATRA	IT	2019	VSSUT,Burla	M.Tech
2018-19	NANCY ROUTRAY	IT	2019	VSSUT,Burla	M.Tech
2018-19	ABHIJEET BARAL	EE	2019	KIIT,BBSR	MBA
2018-19	ALOK ABINASH	EE	2019	TAT,BBSR	M.Tech
2018-19	CHITTARANJANN SETHI	EEE	2019	VSSUT,Burla	M.Tech
2018-19	MOTILAL JOSHIRA	EEE	2019	TAT,BBSR	M.Tech
2018-19	BALABHADRA PATRA	ME	2019	VSSUT,Burla	M.Tech
2018-19	BIMAL KUMAR SWAIN	ME	2019	CET,BBSR	M.Tech
2018-19	DEBASHIS SARANGI	ME	2019	VSSUT,Burla	M.Tech
2018-19	MALAYA KUMAR RAY	ME	2019	CET,BBSR	M.Tech
2018-19	ALOK DALEI	Civil	2019	TAT,BBSR	M.Tech
2019-20	SATYA RANJAN CHAND	ETC	2020	TAT,BBSR	M.Tech
2019-20	SHASHIKANTA SAHOO	ETC	2020	TAT,BBSR	M.Tech
2019-20	SOWMAYA RANJAN JENA	ETC	2020	TAT,BBSR	M.Tech
2019-20	SUBHASHREE DEOBABU	ETC	2020	BPUT,Odisha	M.Tech
2019-20	SUJIT KANUNGO	ETC	2020	TAT,BBSR	M.Tech
2019-20	SANCHITA JENA	ETC	2020	VSSUT,Burla	M.Tech
2019-20	RISHAV LAKRA	CSE	2020	CET,BBSR	M.Tech
2019-20	SAMANNWITA PRIYADARSHANI NAYAK	CSE	2020	CUTM,BBSR	M.Tech
2019-20	NIKHIL RAJ SHARMA	CSE	2020	CET,BBSR	M.Tech
2019-20	OMKAR BAG	CSE	2020	CUTM,BBSR	M.Tech
2019-20	PRAGNYA PRIYADARSHINI	CSE	2020	CVRGU	M.Tech

2019-20	PRASANNA KUMAR SUCHEN	IT	2020	CUTM,BBSR	M.Tech
2019-20	PUSPANJALI RAY	MBA	2020	KIIT,BBSR	MBA
2019-20	PRITAM KUMAR PATRA	EEE	2020	KIIT,BBSR	MBA
2019-20	RISHAV LAKRA	EEE	2020	CVRGU	M.Tech
2019-20	RUBINA SAHOO	EEE	2020	RUBINA SAHOO	M.Tech
2019-20	S AYESHKANT	MBA	2020	S AYESHKANT	MBA
2019-20	SHEETAL PATTANAIK	ME	2020	CVRGU	M.Tech
2019-20	ABHIJIT PARIDA	ME	2020	VSSUT,Burla	M.Tech
2019-20	ADITYA DASH	ME	2020	VSSUT,Burla	M.Tech
2019-20	CHANDAN KUMAR GANTAYAT	Civil	2020	CET,BBSR	M.Tech
2019-20	GOURAV NAIK	Civil	2020	VSSUT,Burla	M.Tech
2019-20	M P ABINASH	Civil	2020	CET,BBSR	M.Tech
2020-21	SAMBIT MOHANTY	ETC	2021	VSSUT,Burla	M.Tech
2020-21	SUBRAT KUMAR NAYAK	CSE	2021	CUTM,BBSR	M.Tech
2020-21	SUPRITI DAS	ETC	2021	CET,BBSR	M.Tech
2020-21	PRUTHWIRAJ PATTANAYAK	ETC	2021	VSSUT,Burla	M.Tech
2020-21	ABHILASH CHAMPATIRAY	CSE	2021	CVRGU	M.Tech
2020-21	AKASH MOHAPATRA	CSE	2021	KIIT,BBSR	MBA
2020-21	ANKUR BASUMALLICK	CSE	2021	CUTM,BBSR	M.Tech
2020-21	GULNAAZ PARWEEN	CSE	2021	VSSUT,Burla	M.Tech
2020-21	HIMANSU SEKHAR GOUDA	CSE	2021	CET,BBSR	M.Tech
2020-21	MANISHA DAS	Civil	2021	CET,BBSR	M.Tech
2020-21	A. DAVID JENA	Civil	2021	CUTM,BBSR	M.Tech
2020-21	BAIJAYANTI JENA	MBA	2021	KIIT,BBSR	M.Tech
2020-21	SUDEV RANJAN MALLICK	EEE	2021	CET,BBSR	M.Tech
2020-21	SUNIL RANJAN SAHOO	MBA	2021	KIIT,BBSR	M.Tech
2020-21	PRIYANKA SWAIN	EE	2021	CET,BBSR	M.Tech
2020-21	VINAY MURMU	Mechanical	2021	VSSUT,Burla	M.Tech
2020-21	SOUMYA RANJAN SAMAL	Mechanical	2021	CET,BBSR	M.Tech
2020-21	SUBHASIS PATRA	Mechanical	2021	CVRGU	M.Tech
2020-21	SUBRAT KUMAR SAHU	Mechanical	2021	CVRGU	M.Tech
2020-21	NISHA SAWARA	IT	2021	VSSUT,Burla	M.Tech
2021-22	Upasana Mahato	Biotech	2022	CET,BBSR	M.Tech
2021-22	Shubhrankita Mishra	Biotech	2022	CET,BBSR	M.Tech
2021-22	Somya Rani Sahoo	Civil	2022	VSSUT,Burla	M.Tech
2021-22	Pratyush Kumar Roy	Civil	2022	CET,BBSR	M.Tech
2021-22	Biswajit Biswal	MBA	2022	KIIT,BBSR	MBA
2021-22	Niruta Jena	Civil	2022	KIIT,BBSR	OJEE
2021-22	Debjyot Mohanty	Civil	2022	CVRGU	M.Tech
2021-22	Subhransu Sekhara Behera	CSE	2022	CET,BBSR	M.Tech
2021-22	Bhabani Shankar Nayak	CSE	2022	CVRGU	M.Tech

2021-22	Sashikanta Sial	CSE	2022	VSSUT,Burla	M.Tech
2021-22	Pranat Pradhan	CSE	2022	CUTM,BBSR	M.Tech
2021-22	Bishal Mallick	CSE	2022	KIIT,BBSR	MBA
2021-22	Amit Kumar Panda	Mechanical	2022	VSSUT,Burla	M.Tech
2021-22	Prakash Ranjan Nayak	MBA	2022	KIIT,BBSR	MBA
2021-22	Girija Sankar Deo	Mechanical	2022	CET,BBSR	M.Tech
2021-22	Abhisek Jena	Mechanical	2022	CVRGU	M.Tech
2021-22	Prasant Kumar Swain	Mechanical	2022	CET,BBSR	M.Tech
2021-22	Subhasish Mohapatra	EE	2022	VSSUT,Burla	M.Tech
2021-22	Sk Asif Ali	EEE	2022	CVRGU	M.Tech
2021-22	Smrit Kishan Das	EE	2022	CET,BBSR	M.Tech
2021-22	Tejaswini Behera	ETC	2022	VSSUT,Burla	M.Tech
2021-22	Rahul Biswal	ETC	2022	VSSUT,Burla	M.Tech
2021-22	Kona Harish Kumar	CSE	2022	CUTM,BBSR	M.Tech
2021-22	Shoaib Akhter	ETC	2022	CVRGU	M.Tech
2021-22	Vivek Kumar	IT	2022	VSSUT,Burla	M.Tech
2021-22	Debajyoti Das	IT	2022	VSSUT,Burla	M.Tech
2021-22	Swarnika Rout	M.Tech	2022	CUTM,BBSR	M.Tech
2022-23	KAJOL BEHERA	Biotech	2023	CET,BBSR	M.Tech
2022-23	ARVIND KUMAR	Biotech	2023	CET,BBSR	M.Tech
2022-23	Krishna Satpathy	Civil	2023	TAT,BBSR	M.Tech
2022-23	SUBHAM NANDA	Civil	2023	CET,BBSR	M.Tech
2022-23	KRISHNA KUMAR SINGH	Civil	2023	KIIT,BBSR	KIITEE
2022-23	NITISH KUMAR MOHANTY	Civil	2023	CET,BBSR	M.Tech
2022-23	Ayusi Mishra	CSE	2023	VSSUT,Burla	M.Tech
2022-23	DIBYA JYOTI PATRA	CSE	2023	CET,BBSR	M.Tech
2022-23	Gyanesh Kumar Behera	CSE	2023	CUTM,BBSR	M.Tech
2022-23	Himanshu Hota	Civil	2023	CET,BBSR	M.Tech
2022-23	Mahesh Kumar Das	CSE	2023	CUTM,BBSR	M.Tech
2022-23	Monalisha Bhuyan	CST	2023	VSSUT,Burla	M.Tech
2022-23	ABHISHEK RAY	Mechanical	2023	CET,BBSR	M.Tech
2022-23	RAJESH KUMAR PRADHAN	Mechanical	2023	CVRGU	M.Tech
2022-23	MANMOHAN MAHANTA	Mechanical	2023	CET,BBSR	M.Tech
2022-23	LAXMINARAYAN SWAIN	Mechanical	2023	CET,BBSR	M.Tech
2022-23	Kashish kumari	IT	2023	CUTM,BBSR	M.Tech
2022-23	Md Sahil kumar	IT	2023	CET,BBSR	M.Tech
2022-23	RIDDHI SINGH DEO	EEE	2023	CVRGU	M.Tech
2022-23	SOUMYA RANJAN DASH	EEE	2023	KIIT,BBSR	MBA
2022-23	KAIBALYA PANDA	EEE	2023	CET,BBSR	M.Tech
2022-23	AMIT NAYAK	EE	2023	CET,BBSR	M.Tech
2022-23	SURAJ KUMAR HOTA	EE	2023	CET,BBSR	M.Tech
2022-23	NUTAN PRASAD NAYAK	EE	2023	KIIT,BBSR	MBA
2022-23	Chinmayee Dutta	ETC	2023	CET,BBSR	M.Tech

2022-23	Nainali Nanda	CSE	2023	TAT,BBSR	M.Tech
2022-23	Kumar Pralaya Ranjan	ETC	2023	CET,BBSR	M.Tech
2022-23	Manoranjan Majhee	ETC	2023	KIIT,BBSR	MBA
2022-23	Priyanka Praharaj	ETC	2023	VSSUT,Burla	M.Tech
2022-23	Rajesh Mahapatra	ETC	2023	VSSUT,Burla	M.Tech
2022-23	Rudrasis Biswajit	ETC	2023	CUTM,BBSR	M.Tech
2022-23	Kiran Kumar Swain	MCA	2023	KIIT,BBSR	MBA

BIMEDGE PRIVATE LIMITED
GSTN: 21AAKCB8246N1ZC
Website: www.bimedge.co.in
Email: info@bimedge.co.in

Dt : 24th April 2023

Mr. Nikhil Kumar Pramanik
S/O – Ramesh Chandra Pramanik
AT - Sunamuhi, P.O - Shergarh
Balasore, Odisha - 756060

Offer of employment

Dear Mr Nikhil

This is with reference to your job application and the discussion we had with you. We are pleased to offer you an opportunity in our organization as "**Sr Engineer - Checker**"

We take this opportunity to welcome into our 'true learning organization' and look forward to a long and mutually beneficially association.

Initially you are required to report at our office in Bhubaneswar, but you should be willing to relocate to any of our offices as and when required.

A formal letter of appointment will be issued to you upon your joining.

Your CTC will be as per Annexure I

Your appointment in the company shall be subject to you submitting valid proofs against your education/other certifications/credentials and experience as you mentioned in your CV while sharing with us.

If you have any further clarification/assistance, please get in touch with the undersigned.

Kindly sign the copy of offer as your acceptance and return us via return of mail as a token of your acceptance.

We look forward to your joining us on or before **1st June 2023.**

With regards,

Sincerely

For BIMedge Private Limited.

Encl : Annexure I

BIMEDGE PRIVATE LIMITED
GSTN: 21AAKCB8246N1ZC
Website: www.bimedge.co.in
Email: info@bimedge.co.in

Dt : 24th April 2023

Mr. Nitish Kumar Mohanty
D/O – Prakash Chandra Pati
Plot no - 2134, AT/P.O - Kalarahanga
Bhubaneswar, Odisha - 751024

Offer of employment

Dear Mr Nitish

This is with reference to your job application and the discussion we had with you. We are pleased to offer you an opportunity in our organization as "**Sr Engineer - Checker**"

We take this opportunity to welcome into our 'true learning organization' and look forward to a long and mutually beneficially association.

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We look forward to your joining us on or before **1st June 2023.**

With regards,

Sincerely

For BIMedge Private Limited.

Encl : Annexure I

BIMEDGE PRIVATE LIMITED
GSTN: 21AAKCB8246N1ZC
Website: www.bimedge.co.in
Email: info@bimedge.co.in

Dt : 24th April 2023

Ms. Pujamayee Parida
D/O – Nalinikanta Parida
AT - Sokia, P.O - Akhua Dakhini
Kendrapara, Odisha - 754228

Offer of employment

Dear Ms Pujamayee

This is with reference to your job application and the discussion we had with you. We are pleased to offer you an opportunity in our organization as "**Sr Engineer - Checker**"

We take this opportunity to welcome into our 'true learning organization' and look forward to a long and mutually beneficially association.

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We look forward to your joining us on or before **1st June 2023.**

With regards,

Sincerely

For BIMedge Private Limited.

Encl : Annexure I

BIMEDGE PRIVATE LIMITED
GSTN: 21AAKCB8246N1ZC
Website: www.bimedge.co.in
Email: info@bimedge.co.in

Dt : 24th April 2023

Ms. Pujamayee Parida
D/O – Nalinikanta Parida
AT - Sokia, P.O - Akhua Dakhini
Kendrapara, Odisha - 754228

Offer of employment

Dear Ms Pujamayee

This is with reference to your job application and the discussion we had with you. We are pleased to offer you an opportunity in our organization as "**Sr Engineer - Checker**"

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We look forward to your joining us on or before **1st June 2023.**

With regards,

Sincerely

For BIMedge Private Limited.

Encl : Annexure I

BIMEDGE PRIVATE LIMITED
GSTN: 21AAKCB8246N1ZC
Website: www.bimedge.co.in
Email: info@bimedge.co.in

Dt : 24th April 2023

Ms. Saswati Swain
D/O – Madhabananda Swain
Flat No. - 402, Mahatab Road, Old Town,
Bhubaneswar, Odisha - 751002

Offer of employment

Dear Ms Saswati

This is with reference to your job application and the discussion we had with you. We are pleased to offer you an opportunity in our organization as "**Sr Engineer - Checker**"

We take this opportunity to welcome into our 'true learning organization' and look forward to a long and mutually beneficially association.

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We look forward to your joining us on or before **1st June 2023.**

With regards,

Sincerely

For BIMedge Private Limited.

Encl : Annexure I

BIMEDGE PRIVATE LIMITED
GSTN: 21AAKCB8246N1ZC
Website: www.bimedge.co.in
Email: info@bimedge.co.in

Dt : 24th April 2023

Mr. Sritam Dehury
S/O – Nityananda Dehury
AT/P.O - Jajpur,
Odisha - 755001

Offer of employment

Dear Mr Sritam

This is with reference to your job application and the discussion we had with you. We are pleased to offer you an opportunity in our organization as "**Sr Engineer - Checker**"

We take this opportunity to welcome into our 'true learning organization' and look forward to a long and mutually beneficially association.

Initially you are required to report at our office in Bhubaneswar, but you should be willing to relocate to any of our offices as and when required.

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Kindly sign the copy of offer as your acceptance and return us via return of mail as a token of your acceptance.

We look forward to your joining us on or before **1st June 2023.**

With regards,

Sincerely

For BIMedge Private Limited.

Encl : Annexure I

BIMEDGE PRIVATE LIMITED
GSTN: 21AAKCB8246N1ZC
Website: www.bimedge.co.in
Email: info@bimedge.co.in

Dt : 24th April 2023

Ms. Susmita Pati
D/O – Prakash Chandra Pati
Plot no - 2134, AT/P.O - Kalarahanga
Bhubaneswar, Odisha - 751024

Offer of employment

Dear Ms Susmita

This is with reference to your job application and the discussion we had with you. We are pleased to offer you an opportunity in our organization as "**Sr Engineer - Checker**"

We take this opportunity to welcome into our 'true learning organization' and look forward to a long and mutually beneficially association.

Initially you are required to report at our office in Bhubaneswar, but you should be willing to relocate to any of our offices as and when required.

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Kindly sign the copy of offer as your acceptance and return us via return of mail as a token of your acceptance.

We look forward to your joining us on or before **1st June 2023.**

With regards,

Sincerely

For BIMedge Private Limited.

Encl : Annexure I

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1101 **Date: 16.02.2023**

MR. A ROHAN KUMAR SUBUDHI,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(A ROHAN KUMAR SUBUDHI)

CTC				
NAME			**A ROHAN KUMAR SUBUDHI**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdci.in
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GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1102 **Date: 16.02.2023**

MR. A SOHAN KUMAR SUBUDHI,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(A SOHAN KUMAR SUBUDHI)

CTC				
NAME			**A SOHAN KUMAR SUBUDHI**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
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12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
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g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

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86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1103 **Date: 16.02.2023**

MS. JANGYA PRAKASINI ROUT,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Madam,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(JANGYA PRAKASINI ROUT)

CTC				
NAME			**JANGYA PRAKASINI ROUT**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1105 **Date: 16.02.2023**

MR. SAHIL BALASAMANTA,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)"**. You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(SAHIL BALASAMANTA)

CTC				
NAME			**SAHIL BALASAMANTA**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1106 **Date: 16.02.2023**

MS. SHATABDI MOHANTY,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Madam,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

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86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(SHATABDI MOHANTY)

CTC				
NAME			**SHATABDI MOHANTY**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

PCON Utilities Pvt. Ltd.

Tel: +91-9437133077
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Our Offer: PCON/HR/2023-24/Ankit
June 8th, 2023

Ankit Rout
S/O - Laxmidhar Rout
Plot -1284, Near Anand Margo School, Shastri Nagar
Bhubaneswar, Odisha-751025
E-mail :- ankitroutjiku2000@gmail.com
Contact Number :- 7609840916

Dear Ankit,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Avinash
June 8th, 2023

Avinash Pradhan
S/O - Sudhira Kumar Pradhan
Street No. 22, QTR No. - 71/B, Chittaranjan, Paschim Bardhaman
West Bengal - 713365
E-mail :- avinashpradhan16@gmail.com
Contact Number :- 8617382670

Dear Avinash,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

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Our Offer: PCON/HR/2023-24/Bhagirathi
June 8th, 2023

Bhagirathi Jaysingh
S/O - Subash Kishore Jaysingh
Nayapalli, Behera Sahi
Bhubaneswar, Odisha-751012
E-mail :- bhagirathijaysingh123@gmail.com
Contact Number :- 7978762649

Dear Bhagirathi,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

Tel: +91-9437133077
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Our Offer: PCON/HR/2023-24/Bhesaj
June 8th, 2023

Bhesaj Kumar Sahu
S/O - Duriodhan Sahu
Jharbeda, Banaigarh
Sundargarh, Odisha - 770038
E-mail :- bhesajkumarsahu@gmail.com
Contact Number :- 9348615016

Dear Bhesaj,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

Tel: +91-9437133077
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Our Offer: PCON/HR/2023-24/Krishna
June 8th, 2023

Krishna Kumar Singh
S/O - Prafulla Kumar Singh
AT - Kusunpura, P.O - Narada, VIA -Tendakuda
DIST - Kendrapada, Odisha-754211
E-mail :- ks0559811@gmail.com
Contact Number :- 8917560067

Dear Krishna,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Subhangi
June 8th, 2023

M R Subhangi
D/O - Manoj Kumar Mallick
Plot No - GA 641, Kailash Vihar
Bhubaneswar, Odisha-751021
E-mail :- mrsubhangi@gmail.com
Contact Number :- 8144377847

Dear Subhangi,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Manisha
June 8th, 2023

Manisha Naik
D/O - Harishankar Naik
Jagannath Prasad, Chunukuli Sahi, Andharua, Chandaka
Bhubaneswar, Odisha-751003
E-mail :- manishanaik753@gmail.com
Contact Number :- 9937346442

Dear Manisha,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

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PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Nishant
June 8th, 2023

Nishant Swain
S/O - Rabi Narayan Swain
QTR No. 251/252, Palaspalli
Bhubaneswar, Odisha-751020
E-mail :- nishantswain58@gmail.com
Contact Number :- 9668748317

Dear Nishant,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Ritik
June 8th, 2023

Ritik Roshon Beura
S/O - Ramani Ranjan Beura
Hanspal, Naharkanta
Bhubaneswar, Odisha-752101
E-mail :- ritikroshanroshan2@gmail.com
Contact Number :- 9777094825

Dear Ritik,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Subham
June 8th, 2023

Subham Nanda
S/O - Suryamani Nanda
Purusottampur, Kodandapur,
Jajpur, Odisha-755001
E-mail :- subhamnanda941@gmail.com
Contact Number :- 9348157973

Dear Subham,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PCON Utilities Pvt. Ltd.

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Sudan
June 8th, 2023

Sudan Singh
S/O - Rahan Singh
MV - 79, Lachhipeth
Malkanagiri, Odisha-764087
E-mail :- sudansingh7656@gmail.com
Contact Number :- 7656007208

Dear Sudan,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Akash Kumar Pradhan,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Alka Maharatha,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Angelina Maharana,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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You are requested to carry the following documents by the time of your joining.

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4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Anurag Mishra,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Debabrata Pati,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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You are requested to carry the following documents by the time of your joining.

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3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Debadutta Dey,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **15th March, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

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4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Rajat Raj,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Srikanta Parida,

We are pleased to inform you that you are selected for the position of " **Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **15th March, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Sthitipragyan Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear U.Krishna Veni,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

H.T. LOGICS PVT. LTD.

we design your imaginations

Date: January 16th, 2023

Mr. Santanu Das,
Trident Academy of Technology
Bhubaneswar

Dear Santanu Das,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **HT LOGICS PVT. LTD.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Chandigarh. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 10,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 1.5 Lakh to 3 Lakh CTC in Year as a Salary Package depending on the performance during Training period.

As Organization will be giving paid training to you, therefore you are required to sign an **Employment Bond of INR 50,000/-** (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of **24 months** starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **20th Jan 2023.**

Yours sincerely,

Sanjeev Kapil

I, **Santanu Das**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

PCON Utilities Pvt. Ltd.

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Abhijit
June 8th, 2023

Abhijit Das
S/O - Sunil Kumar Das
AT / P.O - Binayakpur, VIA - Basudevpur
Dist - Bhadrak, Odisha-756125
E-mail :- abhijitdas6754@gmail.com
Contact Number :- 7682045188

Dear Abhijit,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/340

To,
Mr. Sourav Kumar Patra
Permanent Address: S/O - Kishore Kumar Patra,
Plot No. - 58/24, Road No. 5, Samantarapur, Bhubaneswar,
Odisha - 751002

18 January 2023

Reference- Candidate ID-539
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Sourav Kumar Patra,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

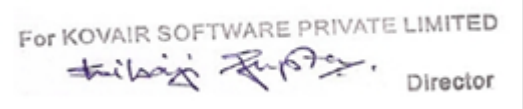
You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

Shibaji Gupta- Director



KOVAIR

Ref. no. KSPL/22-23/HR/OFF/343

To,
Mr. Hardhik Maharana
Permanent Address: S/O - Jachindra Kumar Maharana,
Plot No - 584, Saheed Nagar, Bhubaneswar,
Odisha - 751007

18 January 2023

Reference- Candidate ID-545
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Hardhik Maharana,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

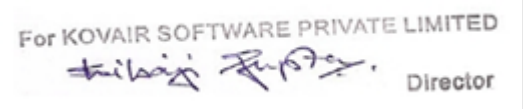
You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

Shibaji Gupta- Director



KOVAIR

Ref. no. KSPL/22-23/HR/OFF/344

To,
Ms. Dharashree Pattanayak
Permanent Address: D/O - Pradeep Kumar Pattanayak,
ITI Chhak, FM Nagar, Balasore,
Odisha - 756001

18 January 2023

Reference- Candidate ID-534
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Dharashree Pattanayak,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

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8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

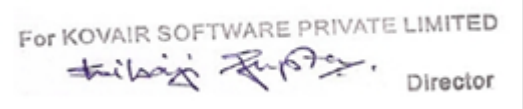
You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

Shibaji Gupta- Director



KOVAIR

Ref. no. KSPL/22-23/HR/OFF/342

To,
Mr. Binayak Mishra
Permanent Address: S/O - Nursingha Charan Mishra,
MIG -1, BDA Colony, Chandrasekharpur, Bhubaneswar,
Odisha - 751024

18 January 2023

Reference- Candidate ID-536
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Binayak Mishra,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

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The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

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8. Agreements Required

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9. Other Points to Note

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10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
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You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
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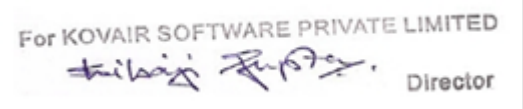
You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

Shibaji Gupta- Director



KOVAIR

Ref. no. KSPL/22-23/HR/OFF/345

To,
Ms. Ankita Panda
Permanent Address: D/O - Ajay Kumar Panda,
Dakabangla Chhak, Old Town, Bhubaneswar
Odisha - 751002

18 January 2023

Reference- Candidate ID-544
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Ankita Panda,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

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Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

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For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

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10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

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    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
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- Any document validating your residential address
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- One passport size copy of your recent photograph
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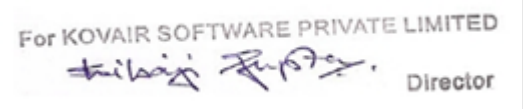
You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

Shibaji Gupta- Director



Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Pralaya Kumar Swain
S/O - Sidhesular Swain,
QTR NO-104, ITPS Colony, Banaharapali, Jharsuguda,
Odisha - 768234
India

Offer cum Appointment as Assistant Software Engineer

Dear Pralaya Kumar Swain ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties (“Personal Data”).

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Pralaya Kumar Swain** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Pralaya Kumar Swain	Candidate's Signature:	_____
Date:	_____	Place:	_____

Compensation Structure

Name	Pralaya Kumar Swain
Candidate ID	REC202303161223
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Pralaya Kumar Swain,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory

Human Resource Group

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

Group Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Ms. Barsha Rani Nayak
D/O - Sudarsan Nayak,
KD-113, Kali Nagar, Orient Colony, Jharsuguda,
Odisha - 768233
India

Offer cum Appointment as Assistant Software Engineer

Dear Barsha Rani Nayak ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties (“Personal Data”).

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Barsha Rani Nayak** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Barsha Rani Nayak	Candidate's Signature:	_____
Date:	_____	Place:	_____

Compensation Structure

Name	Barsha Rani Nayak
Candidate ID	REC202303161222
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Barsha Rani Nayak,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory

Human Resource Group

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

Group Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Ms. Arpita Priyadarshini
D/O - Samarjit Singh,
QTR NO-1B/95, Dera, Talcher,
Odisha - 759103
India

Offer cum Appointment as Assistant Software Engineer

Dear Arpita Priyadarshini ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties (“Personal Data”).

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Arpita Priyadarshini** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Arpita Priyadarshini	Candidate's Signature:	_____
Date:	_____	Place:	_____

Compensation Structure

Name	Arpita Priyadarshini
Candidate ID	REC202303161221
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Arpita Priyadarshini,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory

Human Resource Group

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

Group Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

Date: 23rd Dec 2022

Dear SUBHAM SWAPNENDU JENA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

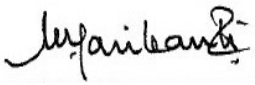
13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited



P R Manikantan
Senior Director, Campus, and Institutional Alliances

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

Annexure 1 - Salary Working				
Name:	**SUBHAM SWAPNENDU JENA**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

Date: 23rd Dec 2022

Dear SOMYA RANJAN ACHARYA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

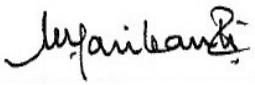
13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited



P R Manikantan
Senior Director, Campus, and Institutional Alliances

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

Annexure 1 - Salary Working				
Name:	**SOMYA RANJAN ACHARYA**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

Date: 23rd Dec 2022

Dear SAGAR PATTANAIK

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

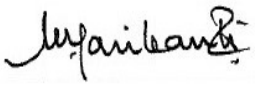
13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited



P R Manikantan
Senior Director, Campus, and Institutional Alliances

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

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8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

Annexure 1 - Salary Working				
Name:	**SAGAR PATTANAIK**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

Date: 23rd Dec 2022

Dear KSHAMA ANURAG LENKA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

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10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

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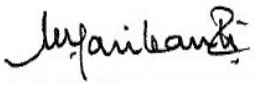
    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited



P R Manikantan
Senior Director, Campus, and Institutional Alliances

DECLARATION

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2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

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7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

Annexure 1 - Salary Working				
Name:	**KSHAMA ANURAG LENKA**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

Date: 23rd Dec 2022

Dear ADYASHA TRIPATHY

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

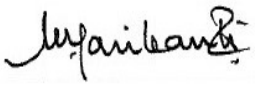
13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited



P R Manikantan
Senior Director, Campus, and Institutional Alliances

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

Annexure 1 - Salary Working				
Name:	**ADYASHA TRIPATHY**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Tanushree,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Tanushree Dey

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Tanushree Dey

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Jyotirmayee,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Jyotirmayee Dash

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Jyotirmayee Dash

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Dibyajyoti,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Dibyajyoti Parida

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Dibyajyoti Parida

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Dibya Jyoti,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Dibya Jyoti Patra

Signature of Trainee

Maventic
593, 60 ft Rd, AECS Layout, Brookfield’s
Bangalore 560037, India
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www.maventic.com

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
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- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Dibya Jyoti Patra

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Chinmay,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Chinmay Kumar Panda

Signature of Trainee

Maventic
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www.maventic.com

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

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1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

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B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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6. Jurisdiction

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I accept the terms & conditions of service outlined above

Chinmay Kumar Panda

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Ayusi,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Ayusi Mishra

Signature of Trainee

Maventic
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maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

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1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

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5. Alterations

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6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Ayusi Mishra

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Amlika,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Amlika Routray

Signature of Trainee

Maventic
593, 60 ft Rd, AECS Layout, Brookfield’s
Bangalore 560037, India
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Fax:+91(80)41688341
E-mail:maven@maventic.com
www.maventic.com

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

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1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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5. Alterations

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6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Amlika Routray

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Amisha,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online or at office)
- Case studies and developing internal projects.
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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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed “Annexure A” for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Amisha Dash

Signature of Trainee

Maventic
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Bangalore 560037, India
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maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

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1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

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C. **Exam's Leave Per semester**:

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D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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I accept the terms & conditions of service outlined above

Amisha Dash

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Abhilash,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

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In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

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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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Abhilash Mohanty

Signature of Trainee

Maventic
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maventic

Annexure – Terms and Conditions

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D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Abhilash Mohanty

Bangalore

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/346

To,
Mr. Rudraksh Sharma
Permanent Address: S/O - Ravi Sharma,
202, Anand Deep Apartment, Ghatsila, East Singhbhum,
Jharkhand - 832303

18 January 2023

Reference- Candidate ID-541
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Rudraksh Sharma,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

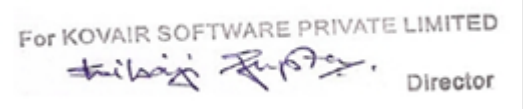
You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

Shibaji Gupta- Director



PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA
Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,
Phone no. 9958795784, Email: khannasameer@gmail.com
CIN- U72900DL2012PTC237049

Date: 9-November-22

Akash Kumar Sahoo
Address: S/O - Bijay Kumar Sahoo,
AT-Uttamnagar, P.O-Ghiakhala, P.S-Balugaon, Khurda,
Odisha - 752030

Internship Letter

Dear **Akash Kumar Sahoo,**

Further to your application, **ORAHI (Phonon Solutions Pvt. Ltd.)** is pleased to offer an internship opportunity at our Corporate Office.

You will be appointed to the position of **Tech – Intern** during your internship which would commence on **11th November 2022**. Your supervisor for the period of your internship would be **Mr. Brajesh Sankla.**

Your internship with the Company shall be subject to the following terms and conditions:

1. Your initial place of work will be in Indore and you will be expected to attend the office located in Indore during working hours as decided by the Company.

2. You will abide by the working hours **(i.e. 9:30 am to 6:30 pm),** weekly offs, and holidays of the Company as per the Company's policy in line with applicable rules, which may vary from location to location. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days/holidays.

3. You will be paid a stipend of **INR 15,000/- per month** during your internship.

4. Information pertaining to Phonon Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement.

5. You will be responsible for the safekeeping, proper use, and return in good condition and order of all property such as tools, equipment, instruments, books, computers, telecommunication devices, etc., which may be in your custody, use, care or charge during your internship. You shall not use or permit the use of any of the property facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an intern, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

6. The Company reserves the right to terminate your internship with the Company: Immediately in case of breach of the terms hereof;

   a) You will abide by the Company policies, rules, and regulations applicable to you that are in force for the time being or may be framed from time to time.

7. That there may be a risk of physical injury, disability, illness, or fatality associated with, arising out of, and inherent to the tasks assigned during the internship and you assume full responsibility for all such risks. You hereby release the Company, its affiliates, directors, employees, and agents, and you shall be solely responsible for all liabilities, claims, demands, losses, costs, and expenses, arising out of or in relation to your physical injury, disability, illness or fatality, as a result of or during the course of the internship.

8. You agree and acknowledge that this letter does not constitute an offer or contract of employment and you will not claim employment with the Company. Neither will you claim any employee benefits or any benefits whatsoever from the Company. In no event, you shall have any power or authority to bind the Company in any manner.

9. Any provision of this letter of internship that contemplates performance or observance after completion of your internship (including, without limitation, confidentiality) will survive and continue in full force and effect.

10. Please sign and return the duplicate copy of this letter in a token of your acceptance of the terms described in this letter within 24hrs, failing which this Internship opportunity will automatically stand revoked without any further notice.

We hope that your association with our organization will be successful and rewarding. We are looking forward to a great journey together.

Regards

Arun Bhati
Found & CEO

Candidate Signature -
Date -

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA
Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,
Phone no. 9958795784, Email: khannasameer@gmail.com
CIN- U72900DL2012PTC237049

Date: 9-November-22

Kumar Akash
Address: S/O - Umesh Lal Srivastava,
Okri Adarshpuri Road, Hazaribag,
Bihar - 825301

Internship Letter

Dear **Kumar Akash,**

Further to your application, **ORAHI (Phonon Solutions Pvt. Ltd.)** is pleased to offer an internship opportunity at our Corporate Office.

You will be appointed to the position of **Tech – Intern** during your internship which would commence on **11th November 2022**. Your supervisor for the period of your internship would be **Mr. Brajesh Sankla.**

Your internship with the Company shall be subject to the following terms and conditions:

1. Your initial place of work will be in Indore and you will be expected to attend the office located in Indore during working hours as decided by the Company.

2. You will abide by the working hours **(i.e. 9:30 am to 6:30 pm),** weekly offs, and holidays of the Company as per the Company's policy in line with applicable rules, which may vary from location to location. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days/holidays.

3. You will be paid a stipend of **INR 15,000/- per month** during your internship.

4. Information pertaining to Phonon Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement.

5. You will be responsible for the safekeeping, proper use, and return in good condition and order of all property such as tools, equipment, instruments, books, computers, telecommunication devices, etc., which may be in your custody, use, care or charge during your internship. You shall not use or permit the use of any of the property facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an intern, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

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Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

6. The Company reserves the right to terminate your internship with the Company: Immediately in case of breach of the terms hereof;

   a) You will abide by the Company policies, rules, and regulations applicable to you that are in force for the time being or may be framed from time to time.

7. That there may be a risk of physical injury, disability, illness, or fatality associated with, arising out of, and inherent to the tasks assigned during the internship and you assume full responsibility for all such risks. You hereby release the Company, its affiliates, directors, employees, and agents, and you shall be solely responsible for all liabilities, claims, demands, losses, costs, and expenses, arising out of or in relation to your physical injury, disability, illness or fatality, as a result of or during the course of the internship.

8. You agree and acknowledge that this letter does not constitute an offer or contract of employment and you will not claim employment with the Company. Neither will you claim any employee benefits or any benefits whatsoever from the Company. In no event, you shall have any power or authority to bind the Company in any manner.

9. Any provision of this letter of internship that contemplates performance or observance after completion of your internship (including, without limitation, confidentiality) will survive and continue in full force and effect.

10. Please sign and return the duplicate copy of this letter in a token of your acceptance of the terms described in this letter within 24hrs, failing which this Internship opportunity will automatically stand revoked without any further notice.

We hope that your association with our organization will be successful and rewarding. We are looking forward to a great journey together.

Regards

Arun Bhati
Found & CEO

Candidate Signature -
Date -

LETTER OF INTENT

Date: 22/07/2023

Dear Subhashree,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 1st of August 2023.failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 5,06,400 per annum.

Components	Fig in INR/Month
Basic	8,400
House Rent Allowance	3,600
Attendance Allowance	1,400
Transport Allowance	800
Medical Allowance	1,250
Special Allowance	4,150
Insurance	1,200
Professional Tax	200
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total Take Home Salary	19,800
PLI	21,000
Total CTC	5,06,400

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

Rajen Patwari

HR Manager

022-49392323

support@onepaper.in

LETTER OF INTENT

Date: 22/07/2023

Dear Abinash Samal,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 1st of August 2023.failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 5,06,400 per annum.

Components	Fig in INR/Month
Basic	8,400
House Rent Allowance	3,600
Attendance Allowance	1,400
Transport Allowance	800
Medical Allowance	1,250
Special Allowance	4,150
Insurance	1,200
Professional Tax	200
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total Take Home Salary	19,800
PLI	21,000
Total CTC	5,06,400

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

Rajen Patwari

HR Manager

022-49392323

support@onepaper.in

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Sriram Abhishek
S/O - Bikram Pattanaik,
Badamatha Gali, Balagandi, Near Shriya Lodge, Puri,
Odisha - 752001
India

Offer cum Appointment as Assistant Software Engineer

Dear Sriram Abhishek ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties (“Personal Data”).

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Sriram Abhishek** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Sriram Abhishek	Candidate's Signature:	_____
Date:	_____	Place:	_____

Compensation Structure

Name	Sriram Abhishek
Candidate ID	REC202303161225
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Sriram Abhishek,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory

Human Resource Group

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

Group Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Pratyush Mohanty
S/O - Niranjan Mohanty,
Plot No-84/3280, Road No - 3, Sisupalgarh, Bhubaneswar,
Odisha - 751002
India

Offer cum Appointment as Assistant Software Engineer

Dear Pratyush Mohanty,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

Phone : 91-33-7121-4563
91-33-7121-4564

CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1104 **Date: 16.02.2023**

MR. KALINGA KETAN KRUSHNA PRASAD JENA,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(KALINGA KETAN KRUSHNA PRASAD JENA)

CTC				
NAME			**KALINGA KETAN KRUSHNA PRASAD JENA**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Vivekanand Nayak

OFFER LETTER

Dear Vivekanand,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

Annexure A
Compensation Entitlement Sheet

	Monthly	**Annual**
Basic Salary	11,667	140,000
HRA	4,667	56,000
Education Allowance	200	2,400
LTA	972	11,662
Statutory Bonus	972	11,662
Special Allowance	12,495	149,942
Gross Salary	**30,972**	**371,666**
Employer Contributions		
EPF	1,800	21,600
ESI	0	0
Gratuity	561	6,734
Fixed Compensation	**33,333**	**400,000**
Variable Pay		**50000**
Annual Cost to Company		**450,000**

Deductions:

EPF	1,800	21,600
ESIC	0	0
PT Deduction	200	2,500
Net Pay	**28,972**	**347,566**

*TDS deduction is subject to taxable income.
** Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee can earn up to 200% of the variable pay. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.
*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Vivekanand Nayak

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Soumya Priyadarshini

OFFER LETTER

Dear Soumya,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

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*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Soumya Priyadarshini

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Ridhima Ranjini

OFFER LETTER

Dear Ridhima,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Ridhima Ranjini

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Pratik Kumar

OFFER LETTER

Dear Pratik,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Pratik Kumar

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Md Sajid Ali

OFFER LETTER

Dear Md Sajid Ali,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer - Technology.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Md Sajid Ali

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Jyotirmayee Nayak

OFFER LETTER

Dear Jyotirmayee,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

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*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Jyotirmayee Nayak

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Avirup De

OFFER LETTER

Dear Avirup,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

Annexure A
Compensation Entitlement Sheet

	Monthly	**Annual**
Basic Salary	11,667	140,000
HRA	4,667	56,000
Education Allowance	200	2,400
LTA	972	11,662
Statutory Bonus	972	11,662
Special Allowance	12,495	149,942
Gross Salary	**30,972**	**371,666**
Employer Contributions		
EPF	1,800	21,600
ESI	0	0
Gratuity	561	6,734
Fixed Compensation	**33,333**	**400,000**
Variable Pay		**50000**
Annual Cost to Company		**450,000**

Deductions:

EPF	1,800	21,600
ESIC	0	0
PT Deduction	200	2,500
Net Pay	**28,972**	**347,566**

*TDS deduction is subject to taxable income.
** Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee can earn up to 200% of the variable pay. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.
*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Avirup De

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Abhisek Aich

OFFER LETTER

Dear Abhisek,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

Annexure A
Compensation Entitlement Sheet

	Monthly	**Annual**
Basic Salary	11,667	140,000
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Fixed Compensation	**33,333**	**400,000**
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Net Pay	**28,972**	**347,566**

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** Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee can earn up to 200% of the variable pay. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.
*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Abhisek Aich

DevelopTech IT Solution Pvt. Ltd.
CIN:U72900CH2014PTC035103
#401, 4th floor Bestech Business tower
Sec 66, Mohali (Punjab), India
+91 9780131210

16/01/2023

Mr. Divyajit Panda
Trident Academy of Technology
Bhubaneswar, Odisha

Dear Divyajit,
Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Developtech IT Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Chandigarh. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.
As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **30th Jan 2023.**

Yours sincerely,
Sumit
- - - - - - - - - - - - - - - - - - -

I, **Divyajit Panda**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Sai Anwesha Jena,
Address: D/O- Manoj Kumar
Jena, Mirzapur, Sahupad,
Jajpur, Odisha,
Pin code- 755003

Date: 01/02/2023

Dear Anwesha,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
   (i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
   (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Sai Anwesha Jena** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Priyabrata Padhi,
Address: S/O- Bishnu Charan Padhi,
At-Kharaj Batira, P.O-Korai, P.S-Korai,
Dist. -Jajpur, Odisha,
Pin code- 755022

Date: 01/02/2023

Dear Priyabrata,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
   (i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
   (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

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You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Priyabrata Padhi** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Monali Monalisha Sahoo,
Address: D/O- Nabaghan Sahoo
Plot No-129/B, Madhusudan Nagar,
Unit-4, Bhubaneswar, Odisha,
Pin code- 751001

Date: 01/02/2023

Dear Monali,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
   (i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
   (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Monali Monalisha Sahoo** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Lakshman Kumar,
Address: S/O- Teklal Mahto,
HMT - 38, Near Bokaro Thermal Plant,
Bokaro, Jharkhand,
Pin code- 829107

Date: 01/02/2023

Dear Lakshman,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

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13. **APPOINTMENT IN GOOD FAITH**:
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i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Lakshman Kumar** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Debiprasanna Pattanaik, **Date: 01/02/2023**
Address: S/O- Naresh Kumar Pattanaik,
Bidyut Club, Whirlpool Servicing Centre,
Samantarapur, Khurda,
Pin code- 752055

Dear Debiprasanna,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
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The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Debiprasanna Pattanaik** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Ashutosh Routaray, **Date: 01/02/2023**
Address: S/O- Prasanta Routaray,
KBC Enclave, F-2, Jawaharnagar Township
Vishakhapatnam, Andhra Pradesh
Pin code- 530011

Dear Ashutosh,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
   (i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
   (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

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i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
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e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Ashutosh Routaray** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Akash Kumar Singh,
Address: S/O- Arjun Kumar Singh,
Liploi, Kumbharpara, Rajgangpur,
Odisha, Pin code- 770017

Date: 01/02/2023

Dear Akash,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

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Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

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d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
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This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Akash Kumar Singh** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Akash Kumar Singh,
Address: S/O- Arjun Kumar Singh,
Liploi, Kumbharpara, Rajgangpur,
Odisha, Pin code- 770017

Date: 01/02/2023

Dear Akash,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
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The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Akash Kumar Singh** Sign:
Date:
Place:

PERSONAL & CONFIDENTIAL

Date: 29th December 2022

Dear Arpita Nayak,

PAN No -

Bhubaneswar, India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 4,10,000**(Rupees Four Lakhs Ten Thousand Only)**.** A detailed component wise break up is attached in Annexure- 1.

We would appreciate it if you can start work with us on or before **9th January 2023** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **ARPITA NAYAK**

CONFIDENTIAL

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 09th January 2023

Name	**Arpita Nayak**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**31,250.00**	**375,000.00**
Salary Stack up		
Basic (50% of CTC)	15,625.00	187,500.00
HRA (40% of Basic)	6,250.00	75,000.00
Medical	1250.00	15,000.00
Conveyance	1600.00	19,200.00
LTA	1302.00	15,625.00
PF Employee Contribution	1800.00	21,600.00
Special Allowance	1622.92	19,475.00
Monthly Gross (A)	**29,450.00**	**353,400.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	1,800.00	46,600.00
Salary (A+B)	**31,250.00**	**400,000.00**
Annual performance Bonus		10,000.00
Annual CTC		**410,000.00**

I accept.

ARPITA NAYAK

CONFIDENTIAL

PERSONAL & CONFIDENTIAL

Date: 29th December 2022

Dear Amrit Sai Moharana,

PAN No -

Bhubaneswar, India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 4,10,000**(Rupees Four Lakhs Ten Thousand Only)**.** A detailed component wise break up is attached in Annexure- 1.

We would appreciate it if you can start work with us on or before **9th January 2023** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT. LTD. BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **AMRIT SAI MOHARANA**

CONFIDENTIAL

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 09th January 2023

Name	**Amrit Sai Moharana**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**31,250.00**	**375,000.00**
Salary Stack up		
Basic (50% of CTC)	15,625.00	187,500.00
HRA (40% of Basic)	6,250.00	75,000.00
Medical	1250.00	15,000.00
Conveyance	1600.00	19,200.00
LTA	1302.00	15,625.00
PF Employee Contribution	1800.00	21,600.00
Special Allowance	1622.92	19,475.00
Monthly Gross (A)	**29,450.00**	**353,400.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	1,800.00	46,600.00
Salary (A+B)	**31,250.00**	**400,000.00**
Annual performance Bonus		10,000.00
Annual CTC		**410,000.00**

I accept.

AMRIT SAI MOHARANA

CONFIDENTIAL

ASCENDION

07 August 2023

LETTER OF OFFER

Dear Sudhir,

We are pleased to extend an offer for the position of the **Associate Talent Specialist** with Ascendion Engineering Pvt. Ltd. Your anticipated start date is 07 August 2023.

Compensation details

Gross Annual Remuneration (CTC): ₹2,88,000 per annum / ₹24,000 per month. Please refer to Annexure A for a comprehensive breakdown of your salary.

First Salary Revision: Your CTC will be revised to **₹ 3,60,000 per annum/ ₹30,000 per month** and your designation will change to Talent Specialist upon successful completion of the probation period. The revision will take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Second Salary Revision: Your CTC will be revised to **₹ 4,50,000 per annum/ ₹37,500 per month** upon successful completion of one year from the date of joining, subject to applicable policies. This revision will also take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Location

You are being appointed to our Vadodara (CH2) Ascendion Engineering Pvt office. However, relocation to any of our global locations may be required based on the business needs of Ascendion Engineering Pvt. Ltd.

General Provisions

Your employment will be governed by the current and future policies, rules, and guidelines of Ascendion Engineering Pvt. Ltd. This offer letter represents an intent to make an employment proposition and will be deemed concluded only upon acceptance of appointment letter provided at the time of joining, along with the submission of all required documents to HR Team.

Kindly ensure submission of all relevant documents and successful completion of background checks and pre-employment medical tests, as your employment is contingent upon these.

The terms and conditions of your employment with Ascendion as stated in this offer of employment letter supersede any prior representations made verbally or in writing during any meetings or interviews with any Ascendion employee or representative. By signing this offer letter, you acknowledge, understand, agree and accept these terms and conditions as stated. Ascendion is not obligated to offer you any other remuneration, benefit entitlement or perquisite not stated herein.

We appreciate your decision to join Ascendion and look forward to a mutually rewarding partnership.

Best Regards,

For Ascendion Engineering Private Limited (formerly known as Collabera Services Private Limited)

Brijitha Prasanth
Senior Director - Human Resources

ASCENDION

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Sudhir Kumar
Designation: Associate Talent
Specialist Location: Vadodara (CH2)

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	15000	180000
Bonus	1900	22800
House Rent Allowance	5300	63600
Conveyance Allowance	0	0
Education Allowance	0	0
Leave Travel Allowance	0	0
Management Allowance	0	0
GROSS SALARY (A)	22200	266400
Company's Contribution to PF	1800	21600
Company's Contribution to ESIC	0	0
TOTAL DEFERRED BENEFITS (B)	1800	21600
TOTAL CTC (A + B) = C	24000	288000
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	1800	21600
Employees' Contribution to ESIC	0	0
TOTAL EMPLOYEE DEDUCTIONS (D)	1800	21600
NET TAKE HOME (A - D)*	20400	244800

*Note:

1. **Net Take Home Salary:** Your net take-home salary will be further reduced by deductions for Professional Tax and TDS (Income Tax on Salary).
2. **Provident Fund Contribution:** In compliance with statutory requirements, the company will contribute 12% of your Basic salary to your Provident Fund account. An equal amount will be contributed by you, which will be deducted from your monthly gross salary.

I, Sudhir Kumar Accept the Offer and Confirm to Join On

or Before : 07 August 2023

Sudhir Kumar

Brijitha Prasanth
Senior Director – Human Resources

07 August 2023

LETTER OF OFFER

Dear Ipsita,

We are pleased to extend an offer for the position of the **Associate Talent Specialist** with Ascendion Engineering Pvt. Ltd. Your anticipated start date is 07 August 2023.

Compensation details

Gross Annual Remuneration (CTC): ₹2,88,000 per annum / ₹24,000 per month. Please refer to Annexure A for a comprehensive breakdown of your salary.

First Salary Revision: Your CTC will be revised to **₹ 3,60,000 per annum/ ₹30,000 per month** and your designation will change to Talent Specialist upon successful completion of the probation period. The revision will take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Second Salary Revision: Your CTC will be revised to **₹ 4,50,000 per annum/ ₹37,500 per month** upon successful completion of one year from the date of joining, subject to applicable policies. This revision will also take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Location

You are being appointed to our Vadodara (CH2) Ascendion Engineering Pvt office. However, relocation to any of our global locations may be required based on the business needs of Ascendion Engineering Pvt. Ltd.

General Provisions

Your employment will be governed by the current and future policies, rules, and guidelines of Ascendion Engineering Pvt. Ltd. This offer letter represents an intent to make an employment proposition and will be deemed concluded only upon acceptance of appointment letter provided at the time of joining, along with the submission of all required documents to HR Team.

Kindly ensure submission of all relevant documents and successful completion of background checks and pre-employment medical tests, as your employment is contingent upon these.

The terms and conditions of your employment with Ascendion as stated in this offer of employment letter supersede any prior representations made verbally or in writing during any meetings or interviews with any Ascendion employee or representative. By signing this offer letter, you acknowledge, understand, agree and accept these terms and conditions as stated. Ascendion is not obligated to offer you any other remuneration, benefit entitlement or perquisite not stated herein.

We appreciate your decision to join Ascendion and look forward to a mutually rewarding partnership.

Best Regards,

For Ascendion Engineering Private Limited (formerly known as Collabera Services Private Limited)

Brijitha Prasanth
Senior Director - Human Resources

ASCENDION

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Ipsita Priyadarshini Jena
Designation: Associate Talent Specialist
Location: Vadodara (CH2)

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	15000	180000
Bonus	1900	22800
House Rent Allowance	5300	63600
Conveyance Allowance	0	0
Education Allowance	0	0
Leave Travel Allowance	0	0
Management Allowance	0	0
GROSS SALARY (A)	22200	266400
Company's Contribution to PF	1800	21600
Company's Contribution to ESIC	0	0
TOTAL DEFERRED BENEFITS (B)	1800	21600
TOTAL CTC (A + B) = C	24000	288000
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	1800	21600
Employees' Contribution to ESIC	0	0
TOTAL EMPLOYEE DEDUCTIONS (D)	1800	21600
NET TAKE HOME (A - D)*	20400	244800

*Note:

1. **Net Take Home Salary:** Your net take-home salary will be further reduced by deductions for Professional Tax and TDS (Income Tax on Salary).
2. **Provident Fund Contribution:** In compliance with statutory requirements, the company will contribute 12% of your Basic salary to your Provident Fund account. An equal amount will be contributed by you, which will be deducted from your monthly gross salary.

I, Ipsita Priyadarshini Jena Accept the Offer and Confirm to

Join On or Before : 07 August 2023

Ipsita Priyadarshini Jena

Brijitha Prasanth
Senior Director – Human Resources

07 August 2023

LETTER OF OFFER

Dear Dharitri,

We are pleased to extend an offer for the position of the **Associate Talent Specialist** with Ascendion Engineering Pvt. Ltd. Your anticipated start date is 07 August 2023.

Compensation details

Gross Annual Remuneration (CTC): ₹2,88,000 per annum / ₹24,000 per month. Please refer to Annexure A for a comprehensive breakdown of your salary.

First Salary Revision: Your CTC will be revised to **₹ 3,60,000 per annum/ ₹30,000 per month** and your designation will change to Talent Specialist upon successful completion of the probation period. The revision will take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Second Salary Revision: Your CTC will be revised to **₹ 4,50,000 per annum/ ₹37,500 per month** upon successful completion of one year from the date of joining, subject to applicable policies. This revision will also take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Location

You are being appointed to our Vadodara (CH2) Ascendion Engineering Pvt office. However, relocation to any of our global locations may be required based on the business needs of Ascendion Engineering Pvt. Ltd.

General Provisions

Your employment will be governed by the current and future policies, rules, and guidelines of Ascendion Engineering Pvt. Ltd. This offer letter represents an intent to make an employment proposition and will be deemed concluded only upon acceptance of appointment letter provided at the time of joining, along with the submission of all required documents to HR Team.

Kindly ensure submission of all relevant documents and successful completion of background checks and pre-employment medical tests, as your employment is contingent upon these.

The terms and conditions of your employment with Ascendion as stated in this offer of employment letter supersede any prior representations made verbally or in writing during any meetings or interviews with any Ascendion employee or representative. By signing this offer letter, you acknowledge, understand, agree and accept these terms and conditions as stated. Ascendion is not obligated to offer you any other remuneration, benefit entitlement or perquisite not stated herein.

We appreciate your decision to join Ascendion and look forward to a mutually rewarding partnership.

Best Regards,

For Ascendion Engineering Private Limited (formerly known as Collabera Services Private Limited)

Brijitha Prasanth
Senior Director - Human Resources

ASCENDION

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Dharitri Das
Designation: Associate Talent Specialist
Location: Vadodara (CH2)

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	15000	180000
Bonus	1900	22800
House Rent Allowance	5300	63600
Conveyance Allowance	0	0
Education Allowance	0	0
Leave Travel Allowance	0	0
Management Allowance	0	0
GROSS SALARY (A)	22200	266400
Company's Contribution to PF	1800	21600
Company's Contribution to ESIC	0	0
TOTAL DEFERRED BENEFITS (B)	1800	21600
TOTAL CTC (A + B) = C	24000	288000
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	1800	21600
Employees' Contribution to ESIC	0	0
TOTAL EMPLOYEE DEDUCTIONS (D)	1800	21600
NET TAKE HOME (A - D)*	20400	244800

*Note:

1. **Net Take Home Salary:** Your net take-home salary will be further reduced by deductions for Professional Tax and TDS (Income Tax on Salary).
2. **Provident Fund Contribution:** In compliance with statutory requirements, the company will contribute 12% of your Basic salary to your Provident Fund account. An equal amount will be contributed by you, which will be deducted from your monthly gross salary.

I, Dharitri Das Accept the Offer and Confirm to Join On or

Before : 07 August 2023

Dharitri Das

Brijitha Prasanth
Senior Director – Human Resources

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Anurag Satapathy,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Yash Divyanshu,
Address: S/O- Ganesh Tiwary,
Bhatimohala,Daltanganj,
Palamu, Jharkhand,
Pin code- 822101

Date: 01/02/2023

Dear Yash,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
   (i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
   (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Yash Divyanshu** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Sourjya Swarup Sahoo,
Address: S/O- Gagan Bihari Sahoo,
Plot No- A-1049/3083, Lane- 5, Satabdi Nagar,
Baramunda, Odisha,
Pin code- 751003

Date: 01/02/2023

Dear Sourjya,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
   (i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
   (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

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13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

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It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

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i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
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e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Sourjya Swarup Sahoo** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Sourav Kumar Dash,
Address: S/O- Kunja Bihari Dash,
QTR No- B/239, Sector-2,
Rourkela, Odisha,
Pin code- 769006

Date: 01/02/2023

Dear Sourav,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

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d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Sourav Kumar Dash** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Soumya Ranjan Samal,
Address: S/O- Soumya Kumar Samal,
GA-96, Niladri Vihar, Near Kendravidyalaya,
Chandrasekharpur, Bhubaneswar, Odisha,
Pin code- 751021

Date: 01/02/2023

Dear Soumya,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

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Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
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You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
   (i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
   (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Soumya Ranjan Samal** Sign:
Date:
Place:

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties (“Personal Data”).

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Pratyush Mohanty** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Pratyush Mohanty	Candidate's Signature:	_____
Date:	_____	Place:	_____

Compensation Structure

Name	Pratyush Mohanty
Candidate ID	REC202303161224
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Pratyush Mohanty,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory

Human Resource Group

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

Group Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

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REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Mr. Amiya Ghadei

S/O - Keshab Ghadei

Qtr No- F-48, UNIT-8, Nayapalli,

Bhubaneswar, Odisha-751012

amughadeiofficial20@gmail.com

Contact No- 700-8082-622

Dear Amiya,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

a) Certified true copies of your education/professional qualifications.
b) PAN Card Original & Photocopy
c) Aadhar Card Original & Photocopy

PROBATION:

You will be on probation for a period of six months from the date of joining. Upon successful completion of the probation, your employment will be confirmed in the permanent roll of the company.

DRESS CODE:
Monday White formal & Saturday Black,Employees are expected to dress appropriately as per The occasion.

bookingjini

HOURSE OF WORK:
A normal work week comprises six days(Monday to Saturday).Normal working hours are 48 hours per week excluding break.

TERMINATION:

1 Your employment with the company within your confirmation period can be terminated on notice by either side. The notice period is one month at your level during this period.

2. Your employment with the company after your confirmation can be terminated on notice by either side. The notice period is two months at your Level.

3. The company alone, at its discretion may opt to make/accept payment in lieu of notice period which will be calculated based on the monthly gross salary.

4. In the event the employment termination by Bookingjini for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.

On joining, you may please meet **Ms.Sagarika Patra** On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties.

Your initial posting will be in **Bhubaneswar** however you may be transferred to any other office locations of Bookingjini in India or abroad.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Thanking You
Yours Faithfully
For Bookingjini Labs Private Ltd

I ACCEPT

Signing Authority

bookingjini

SALARY ANNEXURE

Particular		Amount in INR	
		Per Annum	Per Month
1	Basic Salary	18,000	1,500
2	HRA	1,800	150
3	Special Allowances	14,006	1,167
4	Conveyance Allowance & Medical Reimbursement	120,508	10,042
6	Gratuity	866	72
5	**Sum**	**155,180**	**12,932**
7	PF - Employee's Contribution	2,160	180
8	PF - Employer's Contribution	2,160	180
9	Professional Tax	2,500	208
10	**Total Fixed Salary**	**162,000**	**13,500**
11	Variable Salary	18,000	1,500
12	**Cost To Company**	**180,000**	**15,000**

bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Ms. Banita Das

D/O - Satya Narayan Das

AT - Badakia, P.O - Bankeswar,

Via - Rasalpur, Balasore, Odisha-756021

banitad44@gmail.com

Contact No- 638-6354-342

Dear Banita,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

a) Certified true copies of your education/professional qualifications.
b) PAN Card Original & Photocopy
c) Aadhar Card Original & Photocopy

PROBATION:

You will be on probation for a period of six months from the date of joining. Upon successful completion of the probation, your employment will be confirmed in the permanent roll of the company.

DRESS CODE:
Monday White formal & Saturday Black,Employees are expected to dress appropriately as per The occasion.

bookingjini

HOURSE OF WORK:
A normal work week comprises six days(Monday to Saturday).Normal working hours are 48 hours per week excluding break.

TERMINATION:

1 Your employment with the company within your confirmation period can be terminated on notice by either side. The notice period is one month at your level during this period.

2. Your employment with the company after your confirmation can be terminated on notice by either side. The notice period is two months at your Level.

3. The company alone, at its discretion may opt to make/accept payment in lieu of notice period which will be calculated based on the monthly gross salary.

4. In the event the employment termination by Bookingjini for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.

On joining, you may please meet **Ms.Sagarika Patra** On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties.

Your initial posting will be in **Bhubaneswar** however you may be transferred to any other office locations of Bookingjini in India or abroad.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Thanking You
Yours Faithfully
For Bookingjini Labs Private Ltd

I ACCEPT

Signing Authority

bookingjini

SALARY ANNEXURE

Particular		Amount in INR	
		Per Annum	Per Month
1	Basic Salary	18,000	1,500
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4	Conveyance Allowance & Medical Reimbursement	120,508	10,042
6	Gratuity	866	72
5	**Sum**	**155,180**	**12,932**
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8	PF - Employer's Contribution	2,160	180
9	Professional Tax	2,500	208
10	**Total Fixed Salary**	**162,000**	**13,500**
11	Variable Salary	18,000	1,500
12	**Cost To Company**	**180,000**	**15,000**

bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Ms. Banshita Mishra

D/O - Bholanath Mishra

BDN PUR Sashan, Champua,

Keonjhar, Odisha-758041

banshitaswati@gmail.com

Contact No- 773-5323-659

Dear Banshita,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

a) Certified true copies of your education/professional qualifications.
b) PAN Card Original & Photocopy
c) Aadhar Card Original & Photocopy

PROBATION:

You will be on probation for a period of six months from the date of joining. Upon successful completion of the probation, your employment will be confirmed in the permanent roll of the company.

DRESS CODE:
Monday White formal & Saturday Black,Employees are expected to dress appropriately as per The occasion.

bookingjini

HOURSE OF WORK:
A normal work week comprises six days(Monday to Saturday).Normal working hours are 48 hours per week excluding break.

TERMINATION:

1 Your employment with the company within your confirmation period can be terminated on notice by either side. The notice period is one month at your level during this period.

2. Your employment with the company after your confirmation can be terminated on notice by either side. The notice period is two months at your Level.

3. The company alone, at its discretion may opt to make/accept payment in lieu of notice period which will be calculated based on the monthly gross salary.

4. In the event the employment termination by Bookingjini for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.

On joining, you may please meet **Ms.Sagarika Patra** On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties.

Your initial posting will be in **Bhubaneswar** however you may be transferred to any other office locations of Bookingjini in India or abroad.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Thanking You
Yours Faithfully
For Bookingjini Labs Private Ltd

I ACCEPT

Signing Authority

bookingjini

SALARY ANNEXURE

Particular		Amount in INR	
		Per Annum	Per Month
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2	HRA	1,800	150
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6	Gratuity	866	72
5	**Sum**	**155,180**	**12,932**
7	PF - Employee's Contribution	2,160	180
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9	Professional Tax	2,500	208
10	**Total Fixed Salary**	**162,000**	**13,500**
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12	**Cost To Company**	**180,000**	**15,000**

bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Mr. Gurudutta Baral

S/O - Pratap Kumar Baral

Kusunpur, Chandol,

Cuttack, Odisha-754208

guruduttabaral2001@gmail.com

Contact No- 773-5786-180

Dear Gurudutta,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

a) Certified true copies of your education/professional qualifications.
b) PAN Card Original & Photocopy
c) Aadhar Card Original & Photocopy

PROBATION:

You will be on probation for a period of six months from the date of joining. Upon successful completion of the probation, your employment will be confirmed in the permanent roll of the company.

DRESS CODE:
Monday White formal & Saturday Black,Employees are expected to dress appropriately as per The occasion.

bookingjini

HOURSE OF WORK:
A normal work week comprises six days(Monday to Saturday).Normal working hours are 48 hours per week excluding break.

TERMINATION:

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For Bookingjini Labs Private Ltd

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bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Mr. Prakash Chandra Singh

S/O - Tofan Singh

IB Thermal, Banharpali,

Jharsuguda, Odisha-768234

prakashofficial46@gmail.com

Contact No- 993-8310-936

Dear Prakash,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

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bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Mr. Santosh Kumar Dalai

S/O - Dinabandhu Dalai

Suralapadar, Balugaon,

Khurda, Odisha-752030

santoshdalai098@gmail.com

Contact No- 933-7617-559

Dear Santosh,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

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For Bookingjini Labs Private Ltd

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REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Mr. Sradhasis Jethy

S/O - Susanta Kumar Jethy

Mansingh Patna, Near Mangala Temple,

Tulasipur, Cuttack, Odisha-753008

sradhasis.jethy@gmail.com

Contact No- 986-1660-076

Dear Sradhasis,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

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For Bookingjini Labs Private Ltd

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bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Mr. Swarup Kumar Sahoo

S/O - Haramohan Sahoo

B/174, PTS, NTPC, Kaniha,

Anugul, Odisha-759147

sahooamit642@gmail.com

Contact No- 778-7086-709

Dear Swarup,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

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Thanking You
Yours Faithfully
For Bookingjini Labs Private Ltd

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Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Abhisekh Parija,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Shreyashee Mallick,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

Cybrain Software Solutions Private Limited

An ISO 9001:2008 Certified Company

10/01/2023

Mr Kamal Nayan Swain
Trident Academy of Technology
Bhubaneswar

Dear Kamal,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Cybrain Software Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Bengaluru. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.

As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **15th Jan 2023.**

Yours sincerely,

Anina Theodore

I, **Kamal Nayan Swain**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Registered Office
VPO Bundla Tea Estate
Palampur, Distt Kangra,
H.P. 176061
Ph: 09418094582

Branch Office I
E - 48, Industrial Area
Phase VIII, SAS Nagar
Mohali, Punjab 160059
Ph: 0172-5053958, 4613958

Branch Office II
Vidmahe Enclave 135,IEHCS
Layout, Thindlu Main Road,
Bengaluru -97, Karnataka
Ph: 080-41131015

E-mail: info@cybrain.co.in, Website: www.cybersolutionindia.com

Cybrain Software Solutions Private Limited

An ISO 9001:2008 Certified Company

10/01/2023

Mr Prince Kumar Ray
Trident Academy of Technology
Bhubaneswar

Dear Prince,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Cybrain Software Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

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If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by 15**th Jan 2023.**

Yours sincerely,

Anina Theodore

- - - - - - - - - - - - - - - - - - -

I, **Prince Kumar Ray**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Registered Office
VPO Bundla Tea Estate
Palampur, Distt Kangra,
H.P. 176061
Ph: 09418094582

Branch Office I
E - 48, Industrial Area
Phase VIII, SAS Nagar
Mohali, Punjab 160059
Ph: 0172-5053958, 4613958

Branch Office II
Vidmahe Enclave 135,IEHCS
Layout, Thindlu Main Road,
Bengaluru -97, Karnataka
Ph: 080-41131015

E-mail: info@cybrain.co.in, Website: www.cybersolutionindia.com

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

Date: 9-November-22

Pritrishna Biswal
Address: D/O - Bibhuti Keshari Biswal,
Plot No - D/227, CDA, Cuttack,
Odisha - 753014

Internship Letter

Dear **Pritishna Biswal,**

Further to your application, **ORAHI (Phonon Solutions Pvt. Ltd.)** is pleased to offer an internship opportunity at our Corporate Office.

You will be appointed to the position of **Tech – Intern** during your internship which would commence on **11th November 2022**. Your supervisor for the period of your internship would be **Mr. Brajesh Sankla.**

Your internship with the Company shall be subject to the following terms and conditions:

1. Your initial place of work will be in Indore and you will be expected to attend the office located in Indore during working hours as decided by the Company.

2. You will abide by the working hours **(i.e. 9:30 am to 6:30 pm),** weekly offs, and holidays of the Company as per the Company's policy in line with applicable rules, which may vary from location to location. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days/holidays.

3. You will be paid a stipend of **INR 15,000/- per month** during your internship.

4. Information pertaining to Phonon Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement.

5. You will be responsible for the safekeeping, proper use, and return in good condition and order of all property such as tools, equipment, instruments, books, computers, telecommunication devices, etc., which may be in your custody, use, care or charge during your internship. You shall not use or permit the use of any of the property facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an intern, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.

Orahi
Connecting Things

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

6. The Company reserves the right to terminate your internship with the Company: Immediately in case of breach of the terms hereof;

   a) You will abide by the Company policies, rules, and regulations applicable to you that are in force for the time being or may be framed from time to time.

7. That there may be a risk of physical injury, disability, illness, or fatality associated with, arising out of, and inherent to the tasks assigned during the internship and you assume full responsibility for all such risks. You hereby release the Company, its affiliates, directors, employees, and agents, and you shall be solely responsible for all liabilities, claims, demands, losses, costs, and expenses, arising out of or in relation to your physical injury, disability, illness or fatality, as a result of or during the course of the internship.

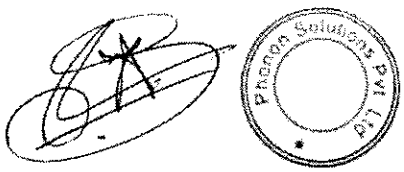
8. You agree and acknowledge that this letter does not constitute an offer or contract of employment and you will not claim employment with the Company. Neither will you claim any employee benefits or any benefits whatsoever from the Company. In no event, you shall have any power or authority to bind the Company in any manner.

9. Any provision of this letter of internship that contemplates performance or observance after completion of your internship (including, without limitation, confidentiality) will survive and continue in full force and effect.

10. Please sign and return the duplicate copy of this letter in a token of your acceptance of the terms described in this letter within 24hrs, failing which this Internship opportunity will automatically stand revoked without any further notice.

We hope that your association with our organization will be successful and rewarding. We are looking forward to a great journey together.

Regards



Arun Bhati
Found & CEO

Candidate Signature -
Date -

Orahi
Connecting Things

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Abhisek Aich

OFFER LETTER

Dear Abhisek,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

digit

BACKED BY FAIRFAX

Annexure A

Compensation Entitlement Sheet

	Monthly	Annual
Basic Salary	11,667	140,000
HRA	4,667	56,000
Education Allowance	200	2,400
LTA	972	11,662
Statutory Bonus	972	11,662
Special Allowance	12,495	149,942
Gross Salary	**30,972**	**371,666**
Employer Contributions		
EPF	1,800	21,600
ESI	0	0
Gratuity	561	6,734
Fixed Compensation	**33,333**	**400,000**
Variable Pay		**50000**
Annual Cost to Company		**450,000**

Deductions:

EPF	1,800	21,600
ESIC	0	0
PT Deduction	200	2,500
Net Pay	**28,972**	**347,566**

*TDS deduction is subject to taxable income.
** Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee can earn up to 200% of the variable pay. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.
*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Abhisek Aich

digit

BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Avirup De

OFFER LETTER

Dear Avirup,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Avirup De

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Jyotirmayee Nayak

OFFER LETTER

Dear Jyotirmayee,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Jyotirmayee Nayak

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Md Sajid

OFFER LETTER

Dear Md Sajid,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer - Technology.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

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digit
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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Md Sajid

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Pratik Kumar

OFFER LETTER

Dear Pratik,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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digit
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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Pratik Kumar

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Ridhima Ranjini

OFFER LETTER

Dear Ridhima,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Ridhima Ranjini

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Soumya Priyadarshini

OFFER LETTER

Dear Soumya,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Soumya Priyadarshini

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Vivekanand Nayak

OFFER LETTER

Dear Vivekanand,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Vivekanand Nayak

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

Date: 29th December 2022

Dear Amrit Sai Moharana,

PAN No -

Bhubaneswar, India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 4,10,000**(Rupees Four Lakhs Ten Thousand Only). A detailed component wise break up is attached in Annexure- 1.

We would appreciate it if you can start work with us on or before **9th January 2023** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT LTD BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **AMRIT SAI MOHARANA**

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 09th January 2023

Name	**Amrit Sai Moharana**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**31,250.00**	**375,000.00**
Salary Stack up		
Basic (50% of CTC)	15,625.00	187,500.00
HRA (40% of Basic)	6,250.00	75,000.00
Medical	1250.00	15,000.00
Conveyance	1600.00	19,200.00
LTA	1302.00	15,625.00
PF Employee Contribution	1800.00	21,600.00
Special Allowance	1622.92	19,475.00
Monthly Gross (A)	**29,450.00**	**353,400.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	1,800.00	46,600.00
Salary (A+B)	**31,250.00**	**400,000.00**
Annual performance Bonus		10,000.00
Annual CTC		**410,000.00**

I accept.

AMRIT SAI MOHARANA

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

Date: 29th December 2022

Dear Arpita Nayak,

PAN No -

Bhubaneswar, India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 4,10,000**(Rupees Four Lakhs Ten Thousand Only). A detailed component wise break up is attached in Annexure- 1.

We would appreciate it if you can start work with us on or before **9th January 2023** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT LTD BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **ARPITA NAYAK**

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 09th January 2023

Name	**Arpita Nayak**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**31,250.00**	**375,000.00**
Salary Stack up		
Basic (50% of CTC)	15,625.00	187,500.00
HRA (40% of Basic)	6,250.00	75,000.00
Medical	1250.00	15,000.00
Conveyance	1600.00	19,200.00
LTA	1302.00	15,625.00
PF Employee Contribution	1800.00	21,600.00
Special Allowance	1622.92	19,475.00
Monthly Gross (A)	**29,450.00**	**353,400.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	1,800.00	46,600.00
Salary (A+B)	**31,250.00**	**400,000.00**
Annual performance Bonus		10,000.00
Annual CTC		**410,000.00**

I accept.

ARPITA NAYAK

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Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Akash Kumar Singh,
Address: S/O- Arjun Kumar Singh,
Liploi, Kumbharpara, Rajgangpur,
Odisha, Pin code- 770017

Date: 01/02/2023

Dear Akash,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Akash Kumar Singh** Sign:
Date:
Place:

Date: 23rd Dec 2022

Dear ADYASHA TRIPATHY

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

movate™

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

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Annexure 1 - Salary Working				
Name:	**ADYASHA TRIPATHY**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

Date: 23rd Dec 2022

Dear KSHAMA ANURAG LENKA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

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Annexure 1 - Salary Working				
Name:	**KSHAMA ANURAG LENKA**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Date: 23rd Dec 2022

Dear **SAGAR PATTANAIK**

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

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Annexure 1 - Salary Working				
Name:	**SAGAR PATTANAIK**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Date: 23rd Dec 2022

Dear SOMYA RANJAN ACHARYA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

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Annexure 1 - Salary Working				
Name:	**SOMYA RANJAN ACHARYA**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

Date: 23rd Dec 2022

Dear SUBHAM SWAPNENDU JENA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

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Annexure 1 - Salary Working				
Name:	**SUBHAM SWAPNENDU JENA**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Ms. Arpita Priyadarshini
D/O - Samarjit Singh,
QTR NO-1B/95, Dera, Talcher,
`disha - 759103
India

Offer cum Appointment as Assistant Software Engineer

Dear Arpita Priyadarshini ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

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b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

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i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

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9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

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13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

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Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Arpita Priyadarshini** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Arpita Priyadarshini	Candidate's Signature:	_____
Date:	_____	Place:	_____

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Compensation Structure

Name	Arpita Priyadarshini
Candidate ID	REC202303161221
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Arpita Priyadarshini,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

uthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

Group Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Ms. Barsha Rani Nayak
D/O - Sudarsan Nayak,
KD-113, Kali Nagar, Orient Colony, Jharsuguda,
Odisha - 768233
India

Offer cum Appointment as Assistant Software Engineer

Dear Barsha Rani Nayak ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

NUCLEUS SOFTWARE

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

NUCLEUS SOFTWARE

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Barsha Rani Nayak** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023**.

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Barsha Rani Nayak	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Barsha Rani Nayak
Candidate ID	REC202303161222
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Barsha Rani Nayak,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

ıthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

Group Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Pralaya Kumar Swain
S/O - Sidhesular Swain,
QTR NO-104, ITPS Colony, Banaharapali, Jharsuguda,
disha - 768234
India

Offer cum Appointment as Assistant Software Engineer

Dear Pralaya Kumar Swain ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

NUCLEUS SOFTWARE

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

NUCLEUS SOFTWARE

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

NUCLEUS SOFTWARE

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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

NUCLEUS SOFTWARE

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

NUCLEUS SOFTWARE

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Pralaya Kumar Swain** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Pralaya Kumar Swain	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Pralaya Kumar Swain
Candidate ID	REC202303161223
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Pralaya Kumar Swain,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Pratyush Mohanty
S/O - Niranjan Mohanty,
Plot No-84/3280, Road No - 3, Sisupalgarh, Bhubaneswar,
Odisha - 751002
India

Offer cum Appointment as Assistant Software Engineer

Dear Pratyush Mohanty,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

NUCLEUS SOFTWARE

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

NUCLEUS SOFTWARE

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

NUCLEUS SOFTWARE

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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

NUCLEUS SOFTWARE

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

NUCLEUS SOFTWARE

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Pratyush Mohanty** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Pratyush Mohanty	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Pratyush Mohanty
Candidate ID	REC202303161224
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Pratyush Mohanty,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

uthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Sriram Abhishek
S/O - Bikram Pattanaik,
Badamatha Gali, Balagandi, Near Shriya Lodge, Puri,
disha - 752001
India

Offer cum Appointment as Assistant Software Engineer

Dear Sriram Abhishek ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

NUCLEUS SOFTWARE

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

NUCLEUS SOFTWARE

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

NUCLEUS SOFTWARE

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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

NUCLEUS SOFTWARE

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

NUCLEUS SOFTWARE

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Sriram Abhishek** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Sriram Abhishek	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Sriram Abhishek
Candidate ID	REC202303161225
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Sriram Abhishek,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

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To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

LETTER OF INTENT

Date: 22/07/2023

Dear Abinash Samal,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 1st of August 2023.failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 5,06,400 per annum.

Components	Fig in INR/Month
Basic	8,400
House Rent Allowance	3,600
Attendance Allowance	1,400
Transport Allowance	800
Medical Allowance	1,250
Special Allowance	4,150
Insurance	1,200
Professional Tax	200
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total Take Home Salary	19,800
PLI	21,000
Total CTC	5,06,400

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

Rajen Patwari

HR Manager

022-49392323

support@onepaper.in

LETTER OF INTENT

Date: 22/07/2023

Dear Subhashree,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 1st of August 2023.failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 5,06,400 per annum.

Components	Fig in INR/Month
Basic	8,400
House Rent Allowance	3,600
Attendance Allowance	1,400
Transport Allowance	800
Medical Allowance	1,250
Special Allowance	4,150
Insurance	1,200
Professional Tax	200
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total Take Home Salary	19,800
PLI	21,000
Total CTC	5,06,400

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

Rajen Patwari

HR Manager

PCON Utilities Pvt. Ltd.

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Abhijit
June 8th, 2023

Abhijit Das
S/O - Sunil Kumar Das
AT / P.O - Binayakpur, VIA - Basudevpur
Dist - Bhadrak, Odisha-756125
E-mail :- abhijitdas6754@gmail.com
Contact Number :- 7682045188

Dear Abhijit,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

Date: 9-November-22

Akash Kumar Sahoo
Address: S/O - Bijay Kumar Sahoo,
AT-Uttamnagar, P.O-Ghiakhala, P.S-Balugaon, Khurda,
Odisha - 752030

Internship Letter

Dear **Akash Kumar Sahoo,**

Further to your application, **ORAHI (Phonon Solutions Pvt. Ltd.)** is pleased to offer an internship opportunity at our Corporate Office.

You will be appointed to the position of **Tech – Intern** during your internship which would commence on **11th November 2022**. Your supervisor for the period of your internship would be **Mr. Brajesh Sankla.**

Your internship with the Company shall be subject to the following terms and conditions:

1. Your initial place of work will be in Indore and you will be expected to attend the office located in Indore during working hours as decided by the Company.

2. You will abide by the working hours **(i.e. 9:30 am to 6:30 pm),** weekly offs, and holidays of the Company as per the Company's policy in line with applicable rules, which may vary from location to location. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days/holidays.

3. You will be paid a stipend of **INR 15,000/- per month** during your internship.

4. Information pertaining to Phonon Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement.

5. You will be responsible for the safekeeping, proper use, and return in good condition and order of all property such as tools, equipment, instruments, books, computers, telecommunication devices, etc., which may be in your custody, use, care or charge during your internship. You shall not use or permit the use of any of the property facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an intern, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

6. The Company reserves the right to terminate your internship with the Company: Immediately in case of breach of the terms hereof;

   a) You will abide by the Company policies, rules, and regulations applicable to you that are in force for the time being or may be framed from time to time.

7. That there may be a risk of physical injury, disability, illness, or fatality associated with, arising out of, and inherent to the tasks assigned during the internship and you assume full responsibility for all such risks. You hereby release the Company, its affiliates, directors, employees, and agents, and you shall be solely responsible for all liabilities, claims, demands, losses, costs, and expenses, arising out of or in relation to your physical injury, disability, illness or fatality, as a result of or during the course of the internship.

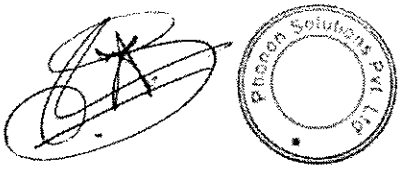
8. You agree and acknowledge that this letter does not constitute an offer or contract of employment and you will not claim employment with the Company. Neither will you claim any employee benefits or any benefits whatsoever from the Company. In no event, you shall have any power or authority to bind the Company in any manner.

9. Any provision of this letter of internship that contemplates performance or observance after completion of your internship (including, without limitation, confidentiality) will survive and continue in full force and effect.

10. Please sign and return the duplicate copy of this letter in a token of your acceptance of the terms described in this letter within 24hrs, failing which this Internship opportunity will automatically stand revoked without any further notice.

We hope that your association with our organization will be successful and rewarding. We are looking forward to a great journey together.

Regards



Arun Bhati
Found & CEO

Candidate Signature -
Date -

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

Date: 9-November-22

Kumar Akash
Address: S/O - Umesh Lal Srivastava,
Okri Adarshpuri Road, Hazaribag,
Bihar - 825301

Internship Letter

Dear **Kumar Akash,**

Further to your application, **ORAHI (Phonon Solutions Pvt. Ltd.)** is pleased to offer an internship opportunity at our Corporate Office.

You will be appointed to the position of **Tech – Intern** during your internship which would commence on **11th November 2022**. Your supervisor for the period of your internship would be **Mr. Brajesh Sankla.**

Your internship with the Company shall be subject to the following terms and conditions:

1. Your initial place of work will be in Indore and you will be expected to attend the office located in Indore during working hours as decided by the Company.

2. You will abide by the working hours **(i.e. 9:30 am to 6:30 pm),** weekly offs, and holidays of the Company as per the Company's policy in line with applicable rules, which may vary from location to location. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days/holidays.

3. You will be paid a stipend of **INR 15,000/- per month** during your internship.

4. Information pertaining to Phonon Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement.

5. You will be responsible for the safekeeping, proper use, and return in good condition and order of all property such as tools, equipment, instruments, books, computers, telecommunication devices, etc., which may be in your custody, use, care or charge during your internship. You shall not use or permit the use of any of the property facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an intern, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

6. The Company reserves the right to terminate your internship with the Company: Immediately in case of breach of the terms hereof;

   a) You will abide by the Company policies, rules, and regulations applicable to you that are in force for the time being or may be framed from time to time.

7. That there may be a risk of physical injury, disability, illness, or fatality associated with, arising out of, and inherent to the tasks assigned during the internship and you assume full responsibility for all such risks. You hereby release the Company, its affiliates, directors, employees, and agents, and you shall be solely responsible for all liabilities, claims, demands, losses, costs, and expenses, arising out of or in relation to your physical injury, disability, illness or fatality, as a result of or during the course of the internship.

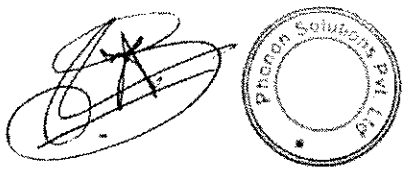
8. You agree and acknowledge that this letter does not constitute an offer or contract of employment and you will not claim employment with the Company. Neither will you claim any employee benefits or any benefits whatsoever from the Company. In no event, you shall have any power or authority to bind the Company in any manner.

9. Any provision of this letter of internship that contemplates performance or observance after completion of your internship (including, without limitation, confidentiality) will survive and continue in full force and effect.

10. Please sign and return the duplicate copy of this letter in a token of your acceptance of the terms described in this letter within 24hrs, failing which this Internship opportunity will automatically stand revoked without any further notice.

We hope that your association with our organization will be successful and rewarding. We are looking forward to a great journey together.

Regards



Arun Bhati
Found & CEO

Candidate Signature -
Date -

Orahi
Connecting Things

WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
http://www.planetspark.in

Offer Letter

Date: 21/02/2023

To Pratignya Prodar

Employee Code: _ PS15656

Dear Pratignya

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **17th March 2023.** You will be based out of PlanetSparkoffice at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002.You will be working from office from day one of joining.

You will be paid gross emoluments and incentives as detailed in Annexure – A when 1 Lac revenue reflects in the sales dashboard against your name.

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.

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 sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.
Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY
Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
Gross Salary	**32400**	**388800**
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		**6,50,400**

Your overall training period is for 4 weeks. you would receive a training gross of **INR 21,428 (PF will be deducted)** per month which can be extended if needed. During this period the below mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the Training gross only if they have 90% of daily Attendance in office and should have completed one whole month in the system.

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. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 90 days.

3. **Nature of Work:**
You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

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.

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 and utilize such improvement and you shallassign 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 endeavour to prevent any other person from doing so.

7. **Annual Leave:**
You will be entitled to 4 annual leaves for every completed quarter at the company and 7 annual medical leave. These are applicable for permanent employees

8. **Termination of Service:**
Either party can terminate this employment by serving a notice of 3 days on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **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.

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.

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD

"I hereby accept this offer and I Confirm that I have signed out of the placement process"

Signature Date

WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
http://www.planetspark.in

Offer Letter

Date: 21/02/2023

To Pratik Sahu

Employee Code: _ PS15655

Dear Pratik

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **17th March 2023.** You will be based out of PlanetSparkoffice at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002.You will be working from office from day one of joining.

You will be paid gross emoluments and incentives as detailed in Annexure – A when 1 Lac revenue reflects in the sales dashboard against your name.

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.

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 sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.
Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY
Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
Gross Salary	**32400**	**388800**
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		**6,50,400**

Your overall training period is for 4 weeks. you would receive a training gross of **INR 21,428 (PF will be deducted)** per month which can be extended if needed. During this period the below mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the Training gross only if they have 90% of daily Attendance in office and should have completed one whole month in the system.

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. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 90 days.

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

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.

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 and utilize such improvement and you shallassign 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 endeavour to prevent any other person from doing so.

7. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company and 7 annual medical leave. These are applicable for permanent employees

8. **Termination of Service:**
   Either party can terminate this employment by serving a notice of 3 days on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **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.

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.

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD

"I hereby accept this offer and I Confirm that I have signed out of the placement process"

Signature Date

WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
http://www.planetspark.in

Offer Letter

Date: 21/02/2023

To Pritisha Das

Employee Code: _ PS15654

Dear Pritisha

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **17th March 2023.** You will be based out of PlanetSparkoffice at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002.You will be working from office from day one of joining.

You will be paid gross emoluments and incentives as detailed in Annexure – A when 1 Lac revenue reflects in the sales dashboard against your name.

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.

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 sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.
Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY
Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

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Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the Training gross only if they have 90% of daily Attendance in office and should have completed one whole month in the system.

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. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 90 days.

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

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.

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 and utilize such improvement and you shallassign 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 endeavour to prevent any other person from doing so.

7. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company and 7 annual medical leave. These are applicable for permanent employees

8. **Termination of Service:**
   Either party can terminate this employment by serving a notice of 3 days on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **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.

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.

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD

"I hereby accept this offer and I Confirm that I have signed out of the placement process"

Signature Date

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Ms. Ankita Dash
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Ankita,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Asim Gope
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Asim,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

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- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Asutosh Sahoo
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Asutosh,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

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- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Ms. Janhabi Swain
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Janhabi,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
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- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Sambit Kumar Nayak
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Sambit,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023**. You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
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- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Sanjana Mohapatra
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Sanjana,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Shreya Jena
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Shreya,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

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- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Subham Jyoti Biswal
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Subham,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023**. You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

SANMINA

03 December, 2022

Mr. Satyam Raj,
B.Tech – Computer Science Engineering,
Trident Academy of Technology, Bhubaneshwar, Odisha

Dear Satyam Raj,

We are pleased to offer you the position of **Intern** on behalf of Sanmina Tech Services India Pvt. Ltd, MEPZ in Chennai for a period of six months from the day of joining, 04-Jan-2023.

You will be paid a consolidated stipend of INR 15,000/- per month during the internship program (6 months).

Your place of work based on business requirement will be Sanmina Tech Services India Pvt. Ltd, MEPZ in Tambaram, Chennai during the internship program.

On successful completion of your internship program, you will be absorbed as **Graduate Trainee** (permanent employment) subject to fulfilling all academic requirements as enunciated in the annexure.

You will submit the following documents (originals & photocopies) at the time of joining, failing which you will not be allowed to join and our offer of appointment ceases automatically.

a) Gazetted officer attested copies of certificates in support of your Educational and Technical Qualifications.
b) Proof for Date of Birth.
c) Photo Id Proof and Address Proof (Aadhaar card)
d) Passport copy, if available

The terms and conditions of the Graduate Trainee Program are given in the annexure.

We welcome you to our organization, and look forward to having a mutually beneficial association.

For Sanmina Tech Services India Private Limited

Isaac Patturaja G B

Manager – Human Resources

ACKNOWLEDGMENT
I accept the internship program in your letter stated above. I have gone through and also, accept the terms and conditions of internship and the Graduate Trainee Program as stated therein.

_____ Date: _____

Signature with Name

SANMINA

ANNEXURE

GRADUATE TRAINEE PROGRAM

You will be on training for a period of one year from the date of completion of your Internship Program. The training period can be extended or reduced at the discretion of the Management.

COMPENSATION

You will be paid a monthly salary of INR 31,250/- (INR 3,75,000/- annually). You will be paid in accordance with the Company's payroll practices. This annual salary will represent your cost to the company.

Salary Components	Per Month	Per Annum
Basic	₹ 12,500	₹ 150,000
House Rent Allowance (HRA)	₹ 6,250	₹ 75,000
Medical Allowance	₹ 1,250	₹ 15,000
Special Allowance	₹ 7,850	₹ 94,200
Conveyance Allowance	₹ 1,600	₹ 19,200
Net Salary INR HRIS	₹ **29,450**	₹ **353,400**
Employer's PF contribution	₹ 1,800	₹ 21,600
Gross Total Salary INR	₹ **31,250**	₹ **375,000**

Your compensation details are strictly confidential and you are expected to maintain this confidentiality.
Any breach of this confidence could result in corrective action up to and including termination.

The chief purpose of taking you as a trainee is to impart knowledge of several specialized activities. The company reserves its rights to terminate you from training without assigning any reason, without issuance of notice or stipend in lieu of notice.

Please note that upon completion of training, the company is under no obligation to consider you for employment unless confirmed in writing until which period you will be a trainee only.

You will be liable to be transferred for training to any of our branches, departments, associate concerns or to any other position and/or without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.

You will be subject to the standing order, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

GENERAL INFORMATION

Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and B. E Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the Sanmina Tech Services India Pvt. Ltd 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 Sanmina Tech Services India Pvt. Ltd selection guidelines.

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.

Provident Fund

You will be covered under the Employees Provident Fund Plan in accordance with the State Employees Provident Fund Act, which will take effect on your start date.

In case you are already a member, the same account will continue from Sanmina Tech Services India Pvt. Ltd.

Probationary Period

You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. You shall be deemed to be confirmed at the end of six months and no separate confirmation letter will be issued.

However, if the performance during probation is found unsatisfactory, the probationary period may be extended or in special case the employee will be terminated after consultation with senior management. Any extension of your probationary period will be submitted to you in writing. During the probationary period, the Company may terminate the employment relationship at any time by issuing one (1) month's notice or payment in lieu thereof.

SANMINA

Leave Policy

The leave policy will be provided to you upon your start date with the Company.

Work Hours

Employee work hours including breaks and lunch may vary between plants, depending on the business needs.

Sanmina Tech Services India Pvt. Ltd. typically works nine (9) hours a day, five (5) days a week. However, there may be times when you will be required to work beyond the stipulated hours of work to complete your job duties.

Code of Conduct

You are not authorized to represent the Company at any public forums, press meetings, or conferences. You are also not allowed to publish articles in newspapers or magazines unless authorized by the persons within the Company to whom you will be reporting. Any personal opinions expressed will be treated as your own and not the opinion of the Company. The Company is not responsible or liable for any claims that may arise out of such personal opinions.

If any of the information provided by you, in your application or during your interview is found to be false or incorrect, you will be subject to corrective action up to and including termination.

You will be bound by the rules and regulations declared by the Company, in relation to your conduct, corrective action, medical fitness, leave policy, holiday policy and all matters relating to terms and conditions of employment, network security and usage.

You are required to abide by all statutory laws at all times. Violation of any of these rules could result in corrective action up to and including termination.

Resignation / Termination of Service

You or the Company may terminate the employment relationship at any time by serving two (2) month's notice or payment in lieu thereof. If you are still on probation, one (1) month's notice period or payment in lieu thereof.

In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice in which case no notice pay will be payable.

Retirement

You will retire from the services of the Company on attaining the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining or subsequently will be deemed to be final and binding.

C2 - Restricted

sopra steria

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Animesh,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee.**
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai.** However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

The validity of this offer is subject to your joining us on or before **August'23.**

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vimmi Chadha

Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

C2 - Restricted

sopra steria

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Ashutosh,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee.**
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai.** However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

The validity of this offer is subject to your joining us on or before **August'23.**

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

C2 - Restricted

sopra steria

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Basundhara,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

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3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai.** However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

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Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

C2 - Restricted

sopra steria

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Chinmayee,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

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Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

Accepted and Confirmed

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Signature: ..... Date : .....

Contact Details: .....

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Subject: Letter of Intent

Dear Harapriya,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

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Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

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Subject: Letter of Intent

Dear Nagendra,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

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We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

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Subject: Letter of Intent

Dear Piyush,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

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We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

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Accepted and Confirmed

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Signature: ..... Date : .....

Contact Details: .....

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Subject: Letter of Intent

Dear Ritik,

Congratulations!

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Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

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Subject: Letter of Intent

Dear Shobhan,

Congratulations!

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Vinni Chadha

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Signature: ..... Date : .....

Contact Details: .....

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Subject: Letter of Intent

Dear Sumit,

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Subject: Letter of Intent

Dear Tarun,

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Vinni Chadha

Authorized Signatory

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Signature: ..... Date : .....

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Subject: Letter of Intent

Dear Tunisha,

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For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

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Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 971621/2173626/ELTP **11-Sep-2023**

Mr. Aditya Raj
Ranchi(Jharkhand) - 834002

Subject: Offer of Appointment

Dear **Mr. Aditya Raj**

It is our pleasure to welcome you once again to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme.**

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for

Rise for a more equal world Rise to be future-ready Rise to create value

TECH
mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.

9. You are required to join on **21-SEP-2023 and** report to **VIBIN UTHAPPA A H** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **18-SEP-2023.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:
Aditya Raj

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ANNEXURE - A

NAME	**Mr Aditya Raj**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	111397
HRA (@70% OF BASIC)	77978
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COMPONENTS OF TFP	27750
TOTAL FIXED PAY..... (A)	**278493**
TOTAL VARIABLE PAY (TVP)..... (B)	**30944**
ADDITIONAL BENEFITS..... (C)	**15563**
GRATUITY	5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , 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.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:
1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
   You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
   You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.
10. **Jurisdiction**
    Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.
11. **Retirement**
    Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
    Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
12. **General**
    The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

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Place :

ANNEXURE - C - Checklist of Documents

A. **Following documents required to be submitted in soft copies to the Recruiter for Background Verification** within one week of receiving the offer or within 72 hours of joining whichever is earlier.

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

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(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

*Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	**Date**	:
Signature	:	**Place**	:

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Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ☐ Date of birth (DD/MM/YYYY) ☐☐☐ Blood Group ☐

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

   b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction

is necessary to avoid possible compromise of Confidential Information and business interest.

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Aditya Raj)

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ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Aditya Raj** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Aditya Raj** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the **Employee** vide letter No _____dated _____ of **Tech Mahindra.**

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra.**

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig**:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig**:

S/d by: -

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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Ref: 971615/2173620/ELTP **11-Sep-2023**

Mr. Ankit Sinha
Kitadih(Jamshedpur) - 831002

Subject: Offer of Appointment

Dear **Mr. Ankit Sinha**

It is our pleasure to welcome you once again to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for

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residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.

9. You are required to join on **21-SEP-2023 and** report to **VIBIN UTHAPPA A H** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **18-SEP-2023.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:
Ankit Sinha

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ANNEXURE - A

NAME	**Mr Ankit Sinha**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	111397
HRA (@70% OF BASIC)	77978
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COMPONENTS OF TFP	27750
TOTAL FIXED PAY..... (A)	**278493**
TOTAL VARIABLE PAY (TVP)..... (B)	**30944**
ADDITIONAL BENEFITS..... (C)	**15563**
GRATUITY	5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , 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.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions**:
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
   You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
   You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.
10. **Jurisdiction**
    Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.
11. **Retirement**
    Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
    Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
12. **General**
    The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

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Mumbai 400001, India
CIN L64200MH1986PLC041370

Place :

ANNEXURE - C - Checklist of Documents

A. **Following documents required to be submitted in soft copies to the Recruiter for Background Verification** within one week of receiving the offer or within 72 hours of joining whichever is earlier.

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

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(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

*Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	**Date**	:
Signature	:	**Place**	:

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ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: Last Name:

Gender: Male / Female Date of birth (DD/MM/YYYY Blood Group

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

   b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction

is necessary to avoid possible compromise of Confidential Information and business interest.

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Ankit Sinha

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ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Ankit Sinha** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Ankit Sinha** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the **Employee** vide letter No _____dated _____ of **Tech Mahindra.**

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra.**

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Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra.**

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig**:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig**:

S/d by: -

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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Ref: 971618/2173623/ELTP

11-Sep-2023

Mr. Ayush Mahapatra
Bhubaneswar (Odisha) - 751021

Subject: Offer of Appointment

Dear **Mr. Ayush Mahapatra**

It is our pleasure to welcome you once again to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme.**

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for

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residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.

9. You are required to join on **21-SEP-2023 and** report to **VIBIN UTHAPPA A H** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **18-SEP-2023.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:
Ayush Mahapatra

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ANNEXURE - A

NAME	**Mr Ayush Mahapatra**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	111397
HRA (@70% OF BASIC)	77978
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COMPONENTS OF TFP	27750
TOTAL FIXED PAY..... (A)	**278493**
TOTAL VARIABLE PAY (TVP)..... (B)	**30944**
ADDITIONAL BENEFITS..... (C)	**15563**
GRATUITY	5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , 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.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**
Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information
Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization
Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking
We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords
Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software
You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security
Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.
The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**
Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**
As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
   You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
   You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.
10. **Jurisdiction**
    Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.
11. **Retirement**
    Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
    Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
12. **General**
    The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

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Place :

ANNEXURE - C - Checklist of Documents

A. **Following documents required to be submitted in soft copies to the Recruiter for Background Verification** within one week of receiving the offer or within 72 hours of joining whichever is earlier.

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

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(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

*Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	**Date**	:
Signature	:	**Place**	:

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ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ☐ Date of birth (DD/MM/YYYY) ☐☐☐☐ Blood Group ☐

Candidate's Medical History:

Candidate's Medical Details	**Yes**	**No**	**Please provide the details**
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

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ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

   b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction

is necessary to avoid possible compromise of Confidential Information and business interest.

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Ayush Mahapatra)

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ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Ayush Mahapatra** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Ayush Mahapatra** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the **Employee** vide letter No _____dated _____ of **Tech Mahindra.**

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra.**

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig:**

S/d by: -

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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Ref: 971614/2173619/ELTP **11-Sep-2023**

Mr. Jyoti Ranjan Ojha
Bhubaneswar (Odisha) - 751025

Subject: Offer of Appointment

Dear **Mr. Jyoti Ranjan Ojha**

It is our pleasure to welcome you once again to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for

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residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.

9. You are required to join on **21-SEP-2023 and** report to **VIBIN UTHAPPA A H** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **18-SEP-2023.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:
Jyoti Ranjan Ojha

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ANNEXURE - A

NAME	**Mr Jyoti Ranjan Ojha**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	111397
HRA (@70% OF BASIC)	77978
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COMPONENTS OF TFP	27750
TOTAL FIXED PAY..... (A)	**278493**
TOTAL VARIABLE PAY (TVP)..... (B)	**30944**
ADDITIONAL BENEFITS..... (C)	**15563**
GRATUITY	5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , 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.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:
1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
   You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
   You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.
10. **Jurisdiction**
    Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.
11. **Retirement**
    Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
    Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
12. **General**
    The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

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Place :

ANNEXURE - C - Checklist of Documents

A. **Following documents required to be submitted in soft copies to the Recruiter for Background Verification** within one week of receiving the offer or within 72 hours of joining whichever is earlier.

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

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(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

*Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	**Date**	:
Signature	:	**Place**	:

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ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ☐ Date of birth (DD/MM/YYYY) ☐☐☐ Blood Group ☐

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

   b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction

is necessary to avoid possible compromise of Confidential Information and business interest.

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Jyoti Ranjan Ojha)

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ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Jyoti Ranjan Ojha** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Jyoti Ranjan Ojha** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the **Employee** vide letter No _____dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig:**

S/d by: -

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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Ref: 971617/2173622/ELTP **11-Sep-2023**

Mr. Rajesh Mishra
Dhenkanal(Odisha) - 759022

Subject: Offer of Appointment

Dear **Mr. Rajesh Mishra**

It is our pleasure to welcome you once again to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for

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residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.

9. You are required to join on **21-SEP-2023 and** report to **VIBIN UTHAPPA A H** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **18-SEP-2023.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:
Rajesh Mishra

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ANNEXURE - A

NAME	**Mr Rajesh Mishra**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	111397
HRA (@70% OF BASIC)	77978
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COMPONENTS OF TFP	27750
TOTAL FIXED PAY..... (A)	**278493**
TOTAL VARIABLE PAY (TVP)..... (B)	**30944**
ADDITIONAL BENEFITS..... (C)	**15563**
GRATUITY	5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , 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.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions**:
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
   You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
   You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.
10. **Jurisdiction**
    Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.
11. **Retirement**
    Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
    Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
12. **General**
    The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

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Place :

ANNEXURE - C - Checklist of Documents

A. **Following documents required to be submitted in soft copies to the Recruiter for Background Verification** within one week of receiving the offer or within 72 hours of joining whichever is earlier.

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

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(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

*Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	**Date**	:
Signature	:	**Place**	:

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ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ☐ Date of birth (DD/MM/YYYY ☐☐☐ Blood Group ☐

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

   b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction

is necessary to avoid possible compromise of Confidential Information and business interest.

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Rajesh Mishra)

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ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Rajesh Mishra** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Rajesh Mishra** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the **Employee** vide letter No _____dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig:**

S/d by: -

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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Dated: 16-01-2023

To,
Mr. Jyoti Bikash Paul
Trident Group of Institutions

Dear **Jyoti Bikash,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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Total Remuneration Work Sheet

Name	: **Jyoti Bikash Paul**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

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Dated: 16-01-2023

To,
Mr. Soumya Ranjan Behera
Trident Group of Institutions

Dear **Soumya,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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Total Remuneration Work Sheet

Name	: **Soumya Ranjan Behera**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

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Dated: 16-01-2023

To,
Ms. Tanya Asgar
Trident Group of Institutions

Dear **Tanya,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
www.tuv.com
ID 9105029428

Total Remuneration Work Sheet

Name : **Tanya Asgar**

Position : **Jr. Engineer – Software**

Date Of Joining : **01.06.2023**

Location : **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

October 20, 2022

ASUTOSH BARAL,

Dear **ASUTOSH BARAL,**

We are pleased to offer you a career opportunity with Tekion India Private Limited as **Intern.** The terms and conditions of our offer are set out in this letter:

You will be reporting from January 2023 continue till June, 2023 and your internship fee is **INR 30,000/- Thirty Thousand only** (Subjected to TDS) per month.

The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.

Appointment

You have been made an offer as **Intern**

(i) The place of employment shall be Chennai and the normal office timings will be from 9:30 AM to 6:30 PM. However, depending on the time constraint within which the Company may have to provide services to its clients, you will undertake to make yourself available in respect of the business of the Company during such times.

(ii) You may also be transferred, seconded, or deputed to any of our associate, sister concerns, subsidiaries, group company, or any other affiliated companies/concerns/organizations/firms with whom the Company may make an arrangement or agreement from time to time. In such cases of transfer, you will be governed by the relocation policies and policies of the Company existing at that time.

Policies, Procedures, Rules & Regulations

You shall, 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. The Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding upon you.

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 including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States of America and the Bribery Act 2010 of the United Kingdom. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

Leave and Holidays

You will be eligible to the leaves and holidays in accordance with the policy of the Company as may be declared from time to time.

Duties and Responsibilities

You shall perform the duties and undertake responsibilities within the mandate of work place and office policies of the Company, as modified from time to time, at the discretion of the Company, and shall use sincere and dedicated efforts to effectively carry out all duties and responsibilities assigned to you by the manager/supervisor and others authorized by the Company to assign such duties and responsibilities.

You agree that you shall not at any time during the term of this Agreement, without the prior written consent of the Company, be engaged, employed, concerned or interested, directly or indirectly, in any other employment, business or occupation that may conflict with your duties to the Company.

Employee Invention Assignment and Confidentiality Agreement

As a condition of your employment with the Company, on or prior to joining, you will be required to execute with the Company, an Employee Invention Assignment and Confidentiality Agreement, as per a draft provided by the Company. The Company reserves the right to terminate your employment in case of any breach or non-compliance on your part of the terms of such agreement.

You agree that in the capacity of an Intern, work allotted to you on specific projects can be submitted as assignments for your college project upon prior approval. You will not be permitted to make any commercial gain from information available with you with respect to the Company's projects.

Sensitive and Personal Data or Information

The Company may, in connection with your employment, collect sensitive personal data or information ("**SPDI**") relating to you. Such SPDI may be collected from you and some limited SPDI may be recorded directly or indirectly by internal security systems or by other means. By accepting our offer, you expressly consent to the following: (i) the collection, use, processing and storage of your SPDI; (ii) the transfer worldwide of your SPDI held by the Company to other employees and offices of the Company's worldwide organisation and to third parties where disclosure to such third parties is required in the normal course of business or by law; (iii) that you shall have read and understood the Company's privacy policy, as and when implemented, in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof; (iv) use of your personal images and voices in marketing material, videos, etc.; and (v) treating any personal data to which you have access in the course of your employment strictly in accordance with Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

Non-Disparagement

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

Terms of Termination of Employment

Following the successful completion of your probationary period, either party can terminate this employment by serving a notice of one month on the other. The Company may, at its sole option, pay salary in lieu of the notice period to terminate employment with immediate effect.

The Company reserves the right to terminate your employment immediately without notice or payment in lieu of notice if you are found guilty of misconduct or negligence or have committed any breach of the terms and conditions of this offer.

Consequences of Termination of Employment

You hereby agree that upon termination of this Agreement by either of the Company or you, you shall return all the properties belonging to the Company in its possession as per the instructions of the Company and hand over charge to the designated representative of the Company. You also agree that failure to return the property of the Company upon termination shall be deemed to be criminal breach of trust.

Governing Law and Jurisdiction

Your employment with the Company shall be governed and construed in accordance with the laws of India. The Company and you irrevocably submit to the exclusive jurisdiction of competent courts situated at Chennai and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

This offer of employment and your commencement and continuation of employment with the Company is conditional upon:

(a) where relevant, the obtaining of all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

(b) Company's satisfaction with the results of any required reference and background checks as well as verification of your employment and salary history; and

(c) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment.

Any false information provided by you or at your request may result in the Company's withdrawal of this offer or immediate termination of your employment with no payment in lieu of notice or any other compensation to you.
We are pleased to have you as a member of the Company, and we look forward to working with you. We hope you will find the Company a great and rewarding place to be.

To indicate your acceptance of this offer, please review, sign, and return one copy of this offer letter along with the signed Tekion Confidentiality Information and Inventions Assignment Agreement. This offer expires five days from the date of this letter. If you do not accept or start by the required date, Company reserves the right to withdraw this offer of employment.

You are required to treat this offer letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys, and accountants) without our prior written consent.

Should you have any queries or require any clarification of any points, please do not hesitate to contact the Human Resources Team.

For detailed information regarding policies, please reach hr@tekion.com .

Best regards,

Sowmya Mallaiah
Senior Director - Human Resources, Tekion India Private Limited

ACCEPTANCE

I have read, understood, and accept the terms and conditions of this above offer of employment including the compensation package relating to my employment with Tekion India Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Intern Signature

Date

Intern Name

October 20, 2022

PADMINI PRIYADARSINI MISHRA,

Dear **PADMINI PRIYADARSINI MISHRA,**

We are pleased to offer you a career opportunity with Tekion India Private Limited as **Intern.** The terms and conditions of our offer are set out in this letter:

You will be reporting from January 2023 continue till June, 2023 and your internship fee is **INR 30,000/- Thirty Thousand only** (Subjected to TDS) per month.

The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.

Appointment

You have been made an offer as **Intern**

(i) The place of employment shall be Chennai and the normal office timings will be from 9:30 AM to 6:30 PM. However, depending on the time constraint within which the Company may have to provide services to its clients, you will undertake to make yourself available in respect of the business of the Company during such times.

(ii) You may also be transferred, seconded, or deputed to any of our associate, sister concerns, subsidiaries, group company, or any other affiliated companies/concerns/organizations/firms with whom the Company may make an arrangement or agreement from time to time. In such cases of transfer, you will be governed by the relocation policies and policies of the Company existing at that time.

Policies, Procedures, Rules & Regulations

You shall, 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. The Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding upon you.

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 including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States of America and the Bribery Act 2010 of the United Kingdom. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

Leave and Holidays

You will be eligible to the leaves and holidays in accordance with the policy of the Company as may be declared from time to time.

Duties and Responsibilities

You shall perform the duties and undertake responsibilities within the mandate of work place and office policies of the Company, as modified from time to time, at the discretion of the Company, and shall use sincere and dedicated efforts to effectively carry out all duties and responsibilities assigned to you by the manager/supervisor and others authorized by the Company to assign such duties and responsibilities.

You agree that you shall not at any time during the term of this Agreement, without the prior written consent of the Company, be engaged, employed, concerned or interested, directly or indirectly, in any other employment, business or occupation that may conflict with your duties to the Company.

Employee Invention Assignment and Confidentiality Agreement

As a condition of your employment with the Company, on or prior to joining, you will be required to execute with the Company, an Employee Invention Assignment and Confidentiality Agreement, as per a draft provided by the Company. The Company reserves the right to terminate your employment in case of any breach or non-compliance on your part of the terms of such agreement.

You agree that in the capacity of an Intern, work allotted to you on specific projects can be submitted as assignments for your college project upon prior approval. You will not be permitted to make any commercial gain from information available with you with respect to the Company's projects.

Sensitive and Personal Data or Information

The Company may, in connection with your employment, collect sensitive personal data or information ("**SPDI**") relating to you. Such SPDI may be collected from you and some limited SPDI may be recorded directly or indirectly by internal security systems or by other means. By accepting our offer, you expressly consent to the following: (i) the collection, use, processing and storage of your SPDI; (ii) the transfer worldwide of your SPDI held by the Company to other employees and offices of the Company's worldwide organisation and to third parties where disclosure to such third parties is required in the normal course of business or by law; (iii) that you shall have read and understood the Company's privacy policy, as and when implemented, in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof; (iv) use of your personal images and voices in marketing material, videos, etc.; and (v) treating any personal data to which you have access in the course of your employment strictly in accordance with Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

Non-Disparagement

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

Terms of Termination of Employment

Following the successful completion of your probationary period, either party can terminate this employment by serving a notice of one month on the other. The Company may, at its sole option, pay salary in lieu of the notice period to terminate employment with immediate effect.

The Company reserves the right to terminate your employment immediately without notice or payment in lieu of notice if you are found guilty of misconduct or negligence or have committed any breach of the terms and conditions of this offer.

Consequences of Termination of Employment

You hereby agree that upon termination of this Agreement by either of the Company or you, you shall return all the properties belonging to the Company in its possession as per the instructions of the Company and hand over charge to the designated representative of the Company. You also agree that failure to return the property of the Company upon termination shall be deemed to be criminal breach of trust.

Governing Law and Jurisdiction

Your employment with the Company shall be governed and construed in accordance with the laws of India. The Company and you irrevocably submit to the exclusive jurisdiction of competent courts situated at Chennai and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

This offer of employment and your commencement and continuation of employment with the Company is conditional upon:

(a) where relevant, the obtaining of all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

(b) Company's satisfaction with the results of any required reference and background checks as well as verification of your employment and salary history; and

(c) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment.

Any false information provided by you or at your request may result in the Company's withdrawal of this offer or immediate termination of your employment with no payment in lieu of notice or any other compensation to you.
We are pleased to have you as a member of the Company, and we look forward to working with you. We hope you will find the Company a great and rewarding place to be.

To indicate your acceptance of this offer, please review, sign, and return one copy of this offer letter along with the signed Tekion Confidentiality Information and Inventions Assignment Agreement. This offer expires five days from the date of this letter. If you do not accept or start by the required date, Company reserves the right to withdraw this offer of employment.

You are required to treat this offer letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys, and accountants) without our prior written consent.

Should you have any queries or require any clarification of any points, please do not hesitate to contact the Human Resources Team.

For detailed information regarding policies, please reach hr@tekion.com .

Best regards,

Sowmya Mallaiah
Senior Director - Human Resources, Tekion India Private Limited

ACCEPTANCE

I have read, understood, and accept the terms and conditions of this above offer of employment including the compensation package relating to my employment with Tekion India Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Intern Signature

Date

Intern Name

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Ashutosh Routaray,
Address: S/O- Prasanta Routaray,
KBC Enclave, F-2, Jawaharnagar Township
Vishakhapatnam, Andhra Pradesh
Pin code- 530011

Date: 01/02/2023

Dear Ashutosh,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Ashutosh Routaray** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Debiprasanna Pattanaik,
Address: S/O- Naresh Kumar Pattanaik,
Bidyut Club, Whirlpool Servicing Centre,
Samantarapur, Khurda,
Pin code- 752055

Date: 01/02/2023

Dear Debiprasanna,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Debiprasanna Pattanaik** Sign:
Date:
Place:

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Email: info@iserveu.in | Web: www.iserveu.in

Lakshman Kumar,
Address: S/O- Teklal Mahto,
HMT - 38, Near Bokaro Thermal Plant,
Bokaro, Jharkhand,
Pin code- 829107

Date: 01/02/2023

Dear Lakshman,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

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b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

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b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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9. LOCATION:

Your place of employment will be **Bhubaneswar.**

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You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. APPOINTMENT IN GOOD FAITH:

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14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Lakshman Kumar** Sign:
Date:
Place:

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Email: info@iserveu.in | Web: www.iserveu.in

Monali Monalisha Sahoo,
Address: D/O- Nabaghan Sahoo
Plot No-129/B, Madhusudan Nagar,
Unit-4, Bhubaneswar, Odisha,
Pin code- 751001

Date: 01/02/2023

Dear Monali,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

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3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Monali Monalisha Sahoo** Sign:
Date:
Place:

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Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Priyabrata Padhi,
Address: S/O- Bishnu Charan Padhi,
At-Kharaj Batira, P.O-Korai, P.S-Korai,
Dist. -Jajpur, Odisha,
Pin code- 755022

Date: 01/02/2023

Dear Priyabrata,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Priyabrata Padhi** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Sai Anwesha Jena,
Address: D/O- Manoj Kumar
Jena, Mirzapur, Sahupad,
Jajpur, Odisha,
Pin code- 755003

Date: 01/02/2023

Dear Anwesha,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Sai Anwesha Jena** Sign:
Date:
Place:

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Soumya Ranjan Samal,
Address: S/O- Soumya Kumar Samal,
GA-96, Niladri Vihar, Near Kendravidyalaya,
Chandrasekharpur, Bhubaneswar, Odisha,
Pin code- 751021

Date: 01/02/2023

Dear Soumya,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Soumya Ranjan Samal** Sign:
Date:
Place:

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Sourav Kumar Dash,
Address: S/O- Kunja Bihari Dash,
QTR No- B/239, Sector-2,
Rourkela, Odisha,
Pin code- 769006

Date: 01/02/2023

Dear Sourav,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

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Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Software Engineer-Intern / Software Engineer-Trainee.

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c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

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During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. APPOINTMENT IN GOOD FAITH:

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15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Sourav Kumar Dash** Sign:
Date:
Place:

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Sourjya Swarup Sahoo,
Address: S/O- Gagan Bihari Sahoo,
Plot No- A-1049/3083, Lane- 5, Satabdi Nagar,
Baramunda, Odisha,
Pin code- 751003

Date: 01/02/2023

Dear Sourjya,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

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3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
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Software Engineer-Intern / Software Engineer-Trainee.

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5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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Your place of employment will be **Bhubaneswar.**

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11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Sourjya Swarup Sahoo** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Yash Divyanshu,
Address: S/O- Ganesh Tiwary,
Bhatimohala,Daltanganj,
Palamu, Jharkhand,
Pin code- 822101

Date: 01/02/2023

Dear Yash,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Yash Divyanshu** Sign:
Date:
Place:

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/345

18 January 2023

To,
Ms. Ankita Panda
Permanent Address: D/O - Ajay Kumar Panda,
Dakabangla Chhak, Old Town, Bhubaneswar
Odisha - 751002

Reference- Candidate ID-544
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Ankita Panda,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/342

18 January 2023

To,
Mr. Binayak Mishra
Permanent Address: S/O - Nursingha Charan Mishra,
MIG -1, BDA Colony, Chandrasekharpur, Bhubaneswar,
Odisha - 751024

Reference- Candidate ID-536
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Binayak Mishra,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to **"Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/344

18 January 2023

To,
Ms. Dharashree Pattanayak
Permanent Address: D/O - Pradeep Kumar Pattanayak,
ITI Chhak, FM Nagar, Balasore,
Odisha - 756001

Reference- Candidate ID-534
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Dharashree Pattanayak,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/343

18 January 2023

To,
Mr. Hardhik Maharana
Permanent Address: S/O - Jachindra Kumar Maharana,
Plot No - 584, Saheed Nagar, Bhubaneswar,
Odisha - 751007

Reference- Candidate ID-545
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Hardhik Maharana,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to **"Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/340

18 January 2023

To,
Mr. Sourav Kumar Patra
Permanent Address: S/O - Kishore Kumar Patra,
Plot No. - 58/24, Road No. 5, Samantarapur, Bhubaneswar,
Odisha - 751002

Reference- Candidate ID-539
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Sourav Kumar Patra,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

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You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

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8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

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For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

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- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
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    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Abhilash,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Abhilash Mohanty

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Abhilash Mohanty

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Amisha,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Amisha Dash

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

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C. **Exam's Leave Per semester**:

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- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Amisha Dash

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Amlika,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online or at office)
- Case studies and developing internal projects.
- Working as a shadow developer with experienced developers.
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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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Amlika Routray

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

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1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

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- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Amlika Routray

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Ayusi,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online or at office)
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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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

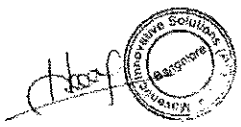
In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,



Authorized Signatory

I hereby accept the Developer Trainee offer

Ayusi Mishra

Signature of Trainee

Maventic
593, 60 ft Rd, AECS Layout, Brookfield's
Bangalore 560037, India

Phone:+91(80)41688340
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Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

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B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:
10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause
In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
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6. Jurisdiction

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I accept the terms & conditions of service outlined above

Ayusi Mishra

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Chinmaya,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online or at office)
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- Working as a shadow developer with experienced developers.
- Working on an actual project depending on skills acquired and available opportunities.

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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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Chinmaya Nayak

Signature of Trainee

Maventic
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maventic

Annexure – Terms and Conditions

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2. Annual Leave

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B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

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3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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5. Alterations

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6. Jurisdiction

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I accept the terms & conditions of service outlined above

Chinmaya Nayak

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Dibya Jyoti,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online or at office)
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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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

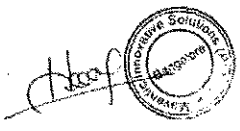
In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,



Authorized Signatory

I hereby accept the Developer Trainee offer

Dibya Jyoti Patra

Signature of Trainee

Maventic
593, 60 ft Rd, AECS Layout, Brookfield's
Bangalore 560037, India
Phone:+91(80)41688340
Fax:+91(80)41688341
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maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

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2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

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D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

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The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Dibya Jyoti Patra

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Dibya Jyoti,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online or at office)
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Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

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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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Dibya Jyoti Patra

Signature of Trainee

Maventic
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I accept the terms & conditions of service outlined above

Dibya Jyoti Patra

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Jyotirmayee,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

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We look forward to a fruitful association.

Thanking You,
For Maventic Innovative Solutions Pvt. Ltd.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Jyotirmayee Dash

Signature of Trainee

Maventic
593, 60 ft Rd, AECS Layout, Brookfield's
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3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Jyotirmayee Dash

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Tanushree,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

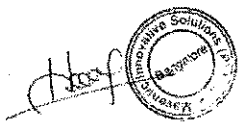
In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,



Authorized Signatory

I hereby accept the Developer Trainee offer

Tanushree Dey

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

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- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Tanushree Dey

Bangalore

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Tapaswini Mohapatra
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Tapaswini,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/332

18 January 2023

To,
Mr. Balaram Sahoo
Permanent Address: S/O - Rabindra Kumar Sahoo,
At - Kantapanhara, Block - Banki, Cuttack,
Odisha - 754029

Reference- Candidate ID-538
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Balaram Sahoo,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to **"Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/347

To,
Mr. Omprakash Sahoo
Permanent Address: S/O - Prafulla Kumar Sahoo,
Quarter No 2RA-1, Road - 4, Unit - 9, Bhubaneswar,
Odisha - 751022

18 January 2023

Reference- Candidate ID-540
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Omprakash Sahoo,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to **"Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/331

18 January 2023

To,
Ms. Saswati Patra
Permanent Address: D/O - Susanta Patra,
Plot No - 1916, Chintamaniswar Area, Cuttack Road, Bhubaneswar,
Odisha - 751006

Reference- Candidate ID-542
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Saswati Patra,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to **"Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

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6. Job Responsibilities

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You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

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- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

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10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/333

To,
Mr. Shreyan Prakash Dora
Permanent Address: S/O - Chakradhar Dora,
MR-129, Maruti Residency, Raghunathpur
Odisha - 751024

18 January 2023

Reference- Candidate ID-543
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Shreyan Prakash Dora,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
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The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to **"Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/335

To,
Ms. Sudeshna Jena
Permanent Address: D/O - Samar Pratap Jena,
HIG-18, Gourav Vihar, Madhuban, Paradeep,
Odisha - 754213

18 January 2023

Reference- Candidate ID-547
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Sudeshna Jena,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/334

18 January 2023

To,
Ms. Sunidhi Chattar
Permanent Address: D/O - Dev Kumar Chattar,
D-37/38, Noamundi, Babuline Camp, West Singhbhum,
Jharkhand - 833217

Reference- Candidate ID-546
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Sunidhi Chattar,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

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You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Chinmay,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Chinmay Kumar Panda

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Chinmay Kumar Panda

Bangalore

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Shivam,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

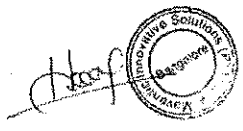
In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,



Authorized Signatory

I hereby accept the Developer Trainee offer

Shivam Ayush

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

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C. **Exam's Leave Per semester**:

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- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Shivam Ayush

Bangalore

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Amrit Panigrahy
S/O - Subrat Kumar Panigrahy,
GKG-20, Jyoti Krushan Gree, Rangal Nagar, Bhubaneswar,
disha - 752062
India

Offer cum Appointment as Assistant Software Engineer

Dear Amrit Panigrahy,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

NUCLEUS SOFTWARE

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

NUCLEUS SOFTWARE

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

NUCLEUS SOFTWARE

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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

NUCLEUS SOFTWARE

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

NUCLEUS SOFTWARE

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Amrit Panigrahy** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Amrit Panigrahy	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Amrit Panigrahy
Candidate ID	REC202303161226
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Amrit Panigrahy,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

uthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Ms. Anisha Mohanty
D/O - Ranjan Mohanty,
Ward No - 9, Udala, Mayurbhanj,
Odisha - 757041
India

Offer cum Appointment as Assistant Software Engineer

Dear Anisha Mohanty ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

NUCLEUS SOFTWARE

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

NUCLEUS SOFTWARE

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

NUCLEUS SOFTWARE

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

NUCLEUS SOFTWARE

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Anisha Mohanty** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Anisha Mohanty	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Anisha Mohanty
Candidate ID	REC202303161227
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Anisha Mohanty,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

uthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

`roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Jyoti Prakash Patra
S/O - Biswajit Patra,
AT- Samalpur, PO- Balia, Balasore,
Odisha - 756001
India

Offer cum Appointment as Assistant Software Engineer

Dear Jyoti Prakash Patra ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

NUCLEUS SOFTWARE

b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

NUCLEUS SOFTWARE

i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

NUCLEUS SOFTWARE

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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

NUCLEUS SOFTWARE

13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Jyoti Prakash Patra** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Jyoti Prakash Patra	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Jyoti Prakash Patra
Candidate ID	REC202303161228
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Jyoti Prakash Patra,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

uthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

SANMINA

03 December, 2022

Ms. Monalisha Bhuyan,
B.Tech – Computer Science & Technology,
Trident Academy of Technology, Bhubaneshwar, Odisha

Dear Monalisha Bhuyan,

We are pleased to offer you the position of **Intern** on behalf of Sanmina Tech Services India Pvt. Ltd, MEPZ in Chennai for a period of six months from the day of joining, 04-Jan-2023.

You will be paid a consolidated stipend of INR 15,000/- per month during the internship program (6 months).

Your place of work based on business requirement will be Sanmina Tech Services India Pvt. Ltd, MEPZ in Tambaram, Chennai during the internship program.

On successful completion of your internship program, you will be absorbed as **Graduate Trainee** (permanent employment) subject to fulfilling all academic requirements as enunciated in the annexure.

You will submit the following documents (originals & photocopies) at the time of joining, failing which you will not be allowed to join and our offer of appointment ceases automatically.

a) Gazetted officer attested copies of certificates in support of your Educational and Technical Qualifications.
b) Proof for Date of Birth.
c) Photo Id Proof and Address Proof (Aadhaar card)
d) Passport copy, if available

The terms and conditions of the Graduate Trainee Program are given in the annexure.

We welcome you to our organization, and look forward to having a mutually beneficial association.

For Sanmina Tech Services India Private Limited

Isaac Patturaja G B

Manager – Human Resources

ACKNOWLEDGMENT
I accept the internship program in your letter stated above. I have gone through and also, accept the terms and conditions of internship and the Graduate Trainee Program as stated therein.

_____ Date: _____

Signature with Name

SANMINA

ANNEXURE

GRADUATE TRAINEE PROGRAM

You will be on training for a period of one year from the date of completion of your Internship Program. The training period can be extended or reduced at the discretion of the Management.

COMPENSATION

You will be paid a monthly salary of INR 31,250/- (INR 3,75,000/- annually). You will be paid in accordance with the Company's payroll practices. This annual salary will represent your cost to the company.

Salary Components	Per Month	Per Annum
Basic	₹ 12,500	₹ 150,000
House Rent Allowance (HRA)	₹ 6,250	₹ 75,000
Medical Allowance	₹ 1,250	₹ 15,000
Special Allowance	₹ 7,850	₹ 94,200
Conveyance Allowance	₹ 1,600	₹ 19,200
Net Salary INR HRIS	**₹ 29,450**	**₹ 353,400**
Employer's PF contribution	₹ 1,800	₹ 21,600
Gross Total Salary INR	**₹ 31,250**	**₹ 375,000**

Your compensation details are strictly confidential and you are expected to maintain this confidentiality.
Any breach of this confidence could result in corrective action up to and including termination.

The chief purpose of taking you as a trainee is to impart knowledge of several specialized activities. The company reserves its rights to terminate you from training without assigning any reason, without issuance of notice or stipend in lieu of notice.

Please note that upon completion of training, the company is under no obligation to consider you for employment unless confirmed in writing until which period you will be a trainee only.

You will be liable to be transferred for training to any of our branches, departments, associate concerns or to any other position and/or without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.

You will be subject to the standing order, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

GENERAL INFORMATION

Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and B. E Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the Sanmina Tech Services India Pvt. Ltd 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 Sanmina Tech Services India Pvt. Ltd selection guidelines.

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.

Provident Fund

You will be covered under the Employees Provident Fund Plan in accordance with the State Employees Provident Fund Act, which will take effect on your start date.

In case you are already a member, the same account will continue from Sanmina Tech Services India Pvt. Ltd.

Probationary Period

You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. You shall be deemed to be confirmed at the end of six months and no separate confirmation letter will be issued.

However, if the performance during probation is found unsatisfactory, the probationary period may be extended or in special case the employee will be terminated after consultation with senior management. Any extension of your probationary period will be submitted to you in writing. During the probationary period, the Company may terminate the employment relationship at any time by issuing one (1) month's notice or payment in lieu thereof.

SANMINA

Leave Policy

The leave policy will be provided to you upon your start date with the Company.

Work Hours

Employee work hours including breaks and lunch may vary between plants, depending on the business needs.

Sanmina Tech Services India Pvt. Ltd. typically works nine (9) hours a day, five (5) days a week. However, there may be times when you will be required to work beyond the stipulated hours of work to complete your job duties.

Code of Conduct

You are not authorized to represent the Company at any public forums, press meetings, or conferences. You are also not allowed to publish articles in newspapers or magazines unless authorized by the persons within the Company to whom you will be reporting. Any personal opinions expressed will be treated as your own and not the opinion of the Company. The Company is not responsible or liable for any claims that may arise out of such personal opinions.

If any of the information provided by you, in your application or during your interview is found to be false or incorrect, you will be subject to corrective action up to and including termination.

You will be bound by the rules and regulations declared by the Company, in relation to your conduct, corrective action, medical fitness, leave policy, holiday policy and all matters relating to terms and conditions of employment, network security and usage.

You are required to abide by all statutory laws at all times. Violation of any of these rules could result in corrective action up to and including termination.

Resignation / Termination of Service

You or the Company may terminate the employment relationship at any time by serving two (2) month's notice or payment in lieu thereof. If you are still on probation, one (1) month's notice period or payment in lieu thereof.

In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice in which case no notice pay will be payable.

Retirement

You will retire from the services of the Company on attaining the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining or subsequently will be deemed to be final and binding.

Date : 16-Jun-2023

OFFER LETTER

Dear **Ms. Monalisha Jena**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**11-Jul-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MULUND (THANE)**
Location	:	**MULUND (THANE)**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MULUND (THANE)**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **11-Jul-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
81/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, "Dak Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136106

Contact Centre
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Monalisha Jena** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **11-Jul-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**20500**
House Rent Allowance		**4100**
Sub Total A		**24600**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5330**
Sub Total B1		**5330**
Gratuity****		**1010**
Sub Total C		**1010**
Total Salary Package (A+B+B1+C)		**30940**
Total Salary Package Per Annum		**371280**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**29780**	**357360**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Ooi- Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136106
Contact Us +91 9540 666 666 +91 1800 120 3473 +91 120 4223473

SANMINA

03 December, 2022

Mr. Prasun Mukherjee,
B.Tech – Computer Science & Technology,
Trident Academy of Technology, Bhubaneshwar, Odisha

Dear Prasun Mukherjee,

We are pleased to offer you the position of **Intern** on behalf of Sanmina Tech Services India Pvt. Ltd, MEPZ in Chennai for a period of six months from the day of joining, 04-Jan-2023.

You will be paid a consolidated stipend of INR 15,000/- per month during the internship program (6 months).

Your place of work based on business requirement will be Sanmina Tech Services India Pvt. Ltd, MEPZ in Tambaram, Chennai during the internship program.

On successful completion of your internship program, you will be absorbed as **Graduate Trainee** (permanent employment) subject to fulfilling all academic requirements as enunciated in the annexure.

You will submit the following documents (originals & photocopies) at the time of joining, failing which you will not be allowed to join and our offer of appointment ceases automatically.

a) Gazetted officer attested copies of certificates in support of your Educational and Technical Qualifications.
b) Proof for Date of Birth.
c) Photo Id Proof and Address Proof (Aadhaar card)
d) Passport copy, if available

The terms and conditions of the Graduate Trainee Program are given in the annexure.

We welcome you to our organization, and look forward to having a mutually beneficial association.

For Sanmina Tech Services India Private Limited

Isaac Patturaja G B

Manager – Human Resources

ACKNOWLEDGMENT
I accept the internship program in your letter stated above. I have gone through and also, accept the terms and conditions of internship and the Graduate Trainee Program as stated therein.

_____ Date: _____

Signature with Name

SANMINA

ANNEXURE

GRADUATE TRAINEE PROGRAM

You will be on training for a period of one year from the date of completion of your Internship Program. The training period can be extended or reduced at the discretion of the Management.

COMPENSATION

You will be paid a monthly salary of INR 31,250/- (INR 3,75,000/- annually). You will be paid in accordance with the Company's payroll practices. This annual salary will represent your cost to the company.

Salary Components	Per Month	Per Annum
Basic	₹ 12,500	₹ 150,000
House Rent Allowance (HRA)	₹ 6,250	₹ 75,000
Medical Allowance	₹ 1,250	₹ 15,000
Special Allowance	₹ 7,850	₹ 94,200
Conveyance Allowance	₹ 1,600	₹ 19,200
Net Salary INR HRIS	**₹ 29,450**	**₹ 353,400**
Employer's PF contribution	₹ 1,800	₹ 21,600
Gross Total Salary INR	**₹ 31,250**	**₹ 375,000**

Your compensation details are strictly confidential and you are expected to maintain this confidentiality.
Any breach of this confidence could result in corrective action up to and including termination.

The chief purpose of taking you as a trainee is to impart knowledge of several specialized activities. The company reserves its rights to terminate you from training without assigning any reason, without issuance of notice or stipend in lieu of notice.

Please note that upon completion of training, the company is under no obligation to consider you for employment unless confirmed in writing until which period you will be a trainee only.

SANMINA

You will be liable to be transferred for training to any of our branches, departments, associate concerns or to any other position and/or without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.

You will be subject to the standing order, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

GENERAL INFORMATION

Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and B. E Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the Sanmina Tech Services India Pvt. Ltd 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 Sanmina Tech Services India Pvt. Ltd selection guidelines.

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.

Provident Fund

You will be covered under the Employees Provident Fund Plan in accordance with the State Employees Provident Fund Act, which will take effect on your start date.

In case you are already a member, the same account will continue from Sanmina Tech Services India Pvt. Ltd.

Probationary Period

You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. You shall be deemed to be confirmed at the end of six months and no separate confirmation letter will be issued.

However, if the performance during probation is found unsatisfactory, the probationary period may be extended or in special case the employee will be terminated after consultation with senior management. Any extension of your probationary period will be submitted to you in writing. During the probationary period, the Company may terminate the employment relationship at any time by issuing one (1) month's notice or payment in lieu thereof.

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Leave Policy

The leave policy will be provided to you upon your start date with the Company.

Work Hours

Employee work hours including breaks and lunch may vary between plants, depending on the business needs.

Sanmina Tech Services India Pvt. Ltd. typically works nine (9) hours a day, five (5) days a week. However, there may be times when you will be required to work beyond the stipulated hours of work to complete your job duties.

Code of Conduct

You are not authorized to represent the Company at any public forums, press meetings, or conferences. You are also not allowed to publish articles in newspapers or magazines unless authorized by the persons within the Company to whom you will be reporting. Any personal opinions expressed will be treated as your own and not the opinion of the Company. The Company is not responsible or liable for any claims that may arise out of such personal opinions.

If any of the information provided by you, in your application or during your interview is found to be false or incorrect, you will be subject to corrective action up to and including termination.

You will be bound by the rules and regulations declared by the Company, in relation to your conduct, corrective action, medical fitness, leave policy, holiday policy and all matters relating to terms and conditions of employment, network security and usage.

You are required to abide by all statutory laws at all times. Violation of any of these rules could result in corrective action up to and including termination.

Resignation / Termination of Service

You or the Company may terminate the employment relationship at any time by serving two (2) month's notice or payment in lieu thereof. If you are still on probation, one (1) month's notice period or payment in lieu thereof.

In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice in which case no notice pay will be payable.

Retirement

You will retire from the services of the Company on attaining the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining or subsequently will be deemed to be final and binding.

SANMINA

03 December, 2022

Mr. Saket Kashyap,
B.Tech – Computer Science & Technology,
Trident Academy of Technology, Bhubaneshwar, Odisha

Dear Saket Kashyap,

We are pleased to offer you the position of **Intern** on behalf of Sanmina Tech Services India Pvt. Ltd, MEPZ in Chennai for a period of six months from the day of joining, 04-Jan-2023.

You will be paid a consolidated stipend of INR 15,000/- per month during the internship program (6 months).

Your place of work based on business requirement will be Sanmina Tech Services India Pvt. Ltd, MEPZ in Tambaram, Chennai during the internship program.

On successful completion of your internship program, you will be absorbed as **Graduate Trainee** (permanent employment) subject to fulfilling all academic requirements as enunciated in the annexure.

You will submit the following documents (originals & photocopies) at the time of joining, failing which you will not be allowed to join and our offer of appointment ceases automatically.

a) Gazetted officer attested copies of certificates in support of your Educational and Technical Qualifications.
b) Proof for Date of Birth.
c) Photo Id Proof and Address Proof (Aadhaar card)
d) Passport copy, if available

The terms and conditions of the Graduate Trainee Program are given in the annexure.

We welcome you to our organization, and look forward to having a mutually beneficial association.

For Sanmina Tech Services India Private Limited

Isaac Patturaja G B

Manager – Human Resources

ACKNOWLEDGMENT
I accept the internship program in your letter stated above. I have gone through and also, accept the terms and conditions of internship and the Graduate Trainee Program as stated therein.

_____ Date: _____

Signature with Name

SANMINA

ANNEXURE

GRADUATE TRAINEE PROGRAM

You will be on training for a period of one year from the date of completion of your Internship Program. The training period can be extended or reduced at the discretion of the Management.

COMPENSATION

You will be paid a monthly salary of INR 31,250/- (INR 3,75,000/- annually). You will be paid in accordance with the Company's payroll practices. This annual salary will represent your cost to the company.

Salary Components	Per Month	Per Annum
Basic	₹ 12,500	₹ 150,000
House Rent Allowance (HRA)	₹ 6,250	₹ 75,000
Medical Allowance	₹ 1,250	₹ 15,000
Special Allowance	₹ 7,850	₹ 94,200
Conveyance Allowance	₹ 1,600	₹ 19,200
Net Salary INR HRIS	**₹ 29,450**	**₹ 353,400**
Employer's PF contribution	₹ 1,800	₹ 21,600
Gross Total Salary INR	**₹ 31,250**	**₹ 375,000**

Your compensation details are strictly confidential and you are expected to maintain this confidentiality.
Any breach of this confidence could result in corrective action up to and including termination.

The chief purpose of taking you as a trainee is to impart knowledge of several specialized activities. The company reserves its rights to terminate you from training without assigning any reason, without issuance of notice or stipend in lieu of notice.

Please note that upon completion of training, the company is under no obligation to consider you for employment unless confirmed in writing until which period you will be a trainee only.

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You will be liable to be transferred for training to any of our branches, departments, associate concerns or to any other position and/or without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.

You will be subject to the standing order, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

GENERAL INFORMATION

Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and B. E Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the Sanmina Tech Services India Pvt. Ltd 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 Sanmina Tech Services India Pvt. Ltd selection guidelines.

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.

Provident Fund

You will be covered under the Employees Provident Fund Plan in accordance with the State Employees Provident Fund Act, which will take effect on your start date.

In case you are already a member, the same account will continue from Sanmina Tech Services India Pvt. Ltd.

Probationary Period

You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. You shall be deemed to be confirmed at the end of six months and no separate confirmation letter will be issued.

However, if the performance during probation is found unsatisfactory, the probationary period may be extended or in special case the employee will be terminated after consultation with senior management. Any extension of your probationary period will be submitted to you in writing. During the probationary period, the Company may terminate the employment relationship at any time by issuing one (1) month's notice or payment in lieu thereof.

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Leave Policy

The leave policy will be provided to you upon your start date with the Company.

Work Hours

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Code of Conduct

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If any of the information provided by you, in your application or during your interview is found to be false or incorrect, you will be subject to corrective action up to and including termination.

You will be bound by the rules and regulations declared by the Company, in relation to your conduct, corrective action, medical fitness, leave policy, holiday policy and all matters relating to terms and conditions of employment, network security and usage.

You are required to abide by all statutory laws at all times. Violation of any of these rules could result in corrective action up to and including termination.

Resignation / Termination of Service

You or the Company may terminate the employment relationship at any time by serving two (2) month's notice or payment in lieu thereof. If you are still on probation, one (1) month's notice period or payment in lieu thereof.

In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice in which case no notice pay will be payable.

Retirement

You will retire from the services of the Company on attaining the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining or subsequently will be deemed to be final and binding.

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Ref: 971619/2173624/ELTP **11-Sep-2023**

Ms. Rituparna Pradhan
Bhubaneswar(Odisha) - 751007

Subject: Offer of Appointment

Dear **Ms. Rituparna Pradhan**

It is our pleasure to welcome you once again to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for

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residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.

9. You are required to join on **21-SEP-2023 and** report to **VIBIN UTHAPPA A H** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **18-SEP-2023.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:
Rituparna Pradhan

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ANNEXURE - A

NAME	**Ms Rituparna Pradhan**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	111397
HRA (@70% OF BASIC)	77978
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COMPONENTS OF TFP	27750
TOTAL FIXED PAY..... (A)	**278493**
TOTAL VARIABLE PAY (TVP)..... (B)	**30944**
ADDITIONAL BENEFITS..... (C)	**15563**
GRATUITY	5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , 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.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:
1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly invoived with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
   You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
   You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.
10. **Jurisdiction**
    Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.
11. **Retirement**
    Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
    Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
12. **General**
    The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

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Place :

ANNEXURE - C - Checklist of Documents

A. **Following documents required to be submitted in soft copies to the Recruiter for Background Verification** within one week of receiving the offer or within 72 hours of joining whichever is earlier.

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

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(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

*Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	**Date**	:
Signature	:	**Place**	:

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ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
    - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
    - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
    - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
    - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
    - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
    - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
    - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ☐ Date of birth (DD/MM/YYYY ☐☐☐ Blood Group ☐

Candidate's Medical History:

Candidate's Medical Details	**Yes**	**No**	**Please provide the details**
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

   b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction

is necessary to avoid possible compromise of Confidential Information and business interest.

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Rituparna Pradhan)

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ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Rituparna Pradhan** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Rituparna Pradhan** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the **Employee** vide letter No _____dated _____ of **Tech Mahindra.**

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig:**

S/d by: -

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
TÜVRheinland CERTIFIED
www.tuv.com
ID 9105029428

Dated: 16-01-2023

To,
Mr. Mukesh Kumar Maharana
Trident Group of Institutions

Dear **Mukesh,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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Total Remuneration Work Sheet

Name : **Mukesh Kumar Maharana**

Position : **Jr. Engineer – Software**

Date Of Joining : **01.06.2023**

Location : **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

Date: 27th October 2022

S.No:ZT-FT201022-30

Name- Himanshushekhar Dinabandhu Swain

Address - Trident, Bhubaneswar

Dear Himanshushekhar Dinabandhu Swain,

Subject: Offer of employment for the position of "Trainee Engineer".

Congratulations! We are pleased to offer you employment in **ZeTechno Products & Services Pvt Ltd.** as ***"Trainee Engineer"*** I am sure you will be delighted with the benefits and opportunities that ZeTechno provides you.

1. You will need to do your internship for a period of **Three** months at **ZeTechno.** You will be paid a consolidated monthly remuneration of INR **20,000/-** (Rupees Twenty Thousand only). Your internship **start date will be informed to you soon.** You will be working from Monday to Saturday (6 days a week) during your internship.
2. After successful completion of the internship, you will join ZeTechno as a full-time employee.
3. You will be entitled to an annual Cost to Company (CTC) of **INR 4,93,834/- (Rupees Four Lakhs Ninety Three Thousand Eight Hundred and Thirty Four only per annum).** Your tentative date of joining as a full-time employee will be communicated to you after successful completion of your internship.
4. You will be provided with a comprehensive appointment letter on the day of joining as full-time employee.
5. Your individual remuneration is solely a matter between yourself and the Company and details in this letter must not be disclosed and/or discussed with others.
6. Your promise of staying with the company for a **minimum period of Twenty four (24) months of full time employment** is taken into consideration while issuing this appointment order. It is required that you stand by your commitment. During this period, you will be eligible for salary revisions as per the company rules and practices. In case you must leave the company on your own accord before completing the mandatory period of Twenty four months, you will (a) need to adhere to minimum prior notice period, and (b) need to pay the company an amount equivalent to your six months latest drawn gross salary.

7. **Expectations:**
   - You will use all the available resources to learn and upskill your technical knowledge and be ready to be deployed within the stipulated time on the projects (Internal/external).
   - You would develop and deliver customer's requests with the ServiceNow platform capabilities and APIs.
   - Perform reviews and do unit testing.
   - Participate in Scrum meetings

8. **Benefits in hoard for you:**

   - You will be paid a joining bonus of **Rs.25,000/-** along with the first month salary.
   - If you relocate to Hyderabad within the first month of joining, you will be paid **Rs.10,000/-** as relocation assistance to move to Hyderabad.
   - You will also be entitled for **Health Insurance, PF, Retention Bonus, Referral Bonus, Certification Reimbursement etc.**
   - You will be eligible for 12 days of earned leave and 6 days of casual/sick leave prorated from your date of joining. You will also be eligible for 10 days Company paid holidays as outlined in the company holidays list.

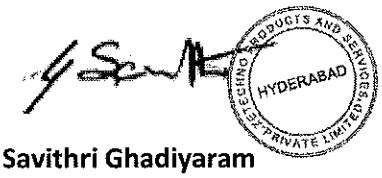
You shall have to enter into a separate **Employment, Confidential Information, and Non-Disclosure Agreement** with the Company on the day of joining.

You will need to submit the Xerox copies of all educational qualifications, ID address proofs along with five passport size photographs at the time of joining ZeTechno.

We take pleasure in welcoming you to ZeTechno and sincerely hope that your stint of employment with us will be long, pleasant and mutually beneficial. We are confident, you will make a significant contribution to the success of the organization.

Please sign a copy of the offer letter and return to us as a token of your acceptance.

With Best Regards,
ZeTechno Products and Services Pvt. Ltd.



Savithri Ghadiyaram
Manager - HR

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Sidharth Raj,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023.** You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Deepak Kumar Singh,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

Cybrain Software Solutions Private Limited

An ISO 9001:2008 Certified Company

10/01/2023

Mr Nutan Prasad Nayak
Trident Academy of Technology
Bhubaneswar

Dear Nutan,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Cybrain Software Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Bengaluru. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.

As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **15th Jan 2023.**

Yours sincerely,

Anina Theodore

- - - - - - - - - - - - - - - - - - -

I, **Nutan Prasad Nayak**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Registered Office
VPO Bundla Tea Estate
Palampur, Distt Kangra,
H.P. 176061
Ph: 09418094582

Branch Office I
E - 48, Industrial Area
Phase VIII, SAS Nagar
Mohali, Punjab 160059
Ph: 0172-5053958, 4613958

Branch Office II
Vidmahe Enclave 135,IEHCS
Layout, Thindlu Main Road,
Bengaluru -97, Karnataka
Ph: 080-41131015

E-mail: info@cybrain.co.in, Website: www.cybersolutionindia.com

DEVELOPTECH

DevelopTech IT Solution Pvt. Ltd.
CIN:U72900CH2014PTC035103
#401, 4th floor Bestech Business tower
Sec 66, Mohali (Punjab), India
+91 9780131210

16/01/2023

Mr. Lipun Choudhury
Trident Academy of Technology
Bhubaneswar, Odisha

Dear Lipun,
Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Developtech IT Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Chandigarh. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.
As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **30th Jan 2023.**

Yours sincerely,
Sumit

I, **Lipun Choudhury**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1101 **Date: 16.02.2023**

MR. BISHAL RAY,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(BISHAL RAY)

CTC				
NAME			**BISHAL RAY**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

TPNODL/HR/2023/REC-173 **Date: 04-Sep-2023**

Juvin Jashwant Sundaray,
Bhubaneswar,
Odisha,
Pin-751016

Dear Juvin Jashwant Sundaray,

Sub: Offer of appointment at TP Northern Odisha Distribution (TPNODL) as "Graduate Engineer Trainee"

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of **TP Northern Odisha Distribution Limited (TPNODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Graduate Engineer Trainee

2. COMPENSATION

Your progress will be evaluated and increment in your salary will be subject toyour overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Mediclaim & Personal Accident Insurance, Group Term Life Insurance, etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

i) Your Joining will be at **Balasore**. And your place of posting shall be decided after your joining.

i) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of, which is in existence TP Northern Odisha Distribution Limited (TPNODL) as on date and which may come into existence in future, without any additional remuneration or other benefits.

ii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies of The TP Northern Odisha Distribution Limited in India or abroad as on date or to such other sister / associate Companies which may come into existencein future, and your conditions of service will be as applicable to that establishment.

6. SECRECY

You shall not at any time or times disclose, divulge or make public any of the technologies,processes, accounts, transactions, dealings, etc. of the Company whether the same may be confided or become known to you in the course of your above assignment or otherwise.

7. PROBATION

You will be on probation for a period of one year from the date of joining during which yourperformance, conduct and such other traits will be closely monitored. You will be confirmedin your service on successful completion of your training based on your performance and such other attributes being found satisfactory and you are intimated to that effect in writing.

8. TERMINATION OF SERVICE

During probation period, your services are terminable with **One Month's** notice or salary inlieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. RULES & REGULATIONS

During your employment, you will be governed by the policies, rules, regulations of serviceand orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

10. MEDICAL FITNESS

Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

11. REFERENCE CHECK

Your appointment and/or continuance in the employment is contingent upon successful completion of positive reference check & background verification from all your previous employers. Your appointment will be terminated without any further notice if adverse feedback is received during reference check & background verification post your joining.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

TPNODL/HR/2023/REC-187 Date: 04-Sep-2023

Sibaprasad Behera,
Bhubaneswar,
Odisha,
Pin-751016

Dear Sibaprasad Behera,

Sub: Offer of appointment at TP Northern Odisha Distribution (TPNODL) as "Graduate Engineer Trainee"

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of **TP Northern Odisha Distribution Limited (TPNODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Graduate Engineer Trainee

2. COMPENSATION

Your progress will be evaluated and increment in your salary will be subject toyour overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Mediclaim & Personal Accident Insurance, Group Term Life Insurance, etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

i) Your Joining will be at **Balasore**. And your place of posting shall be decided after your joining.

i) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of, which is in existence TP Northern Odisha Distribution Limited (TPNODL) as on date and which may come into existence in future, without any additional remuneration or other benefits.

ii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies of The TP Northern Odisha Distribution Limited in India or abroad as on date or to such other sister / associate Companies which may come into existencein future, and your conditions of service will be as applicable to that establishment.

6. SECRECY

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7. PROBATION

You will be on probation for a period of one year from the date of joining during which yourperformance, conduct and such other traits will be closely monitored. You will be confirmedin your service on successful completion of your training based on your performance and such other attributes being found satisfactory and you are intimated to that effect in writing.

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During probation period, your services are terminable with **One Month's** notice or salary inlieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. RULES & REGULATIONS

During your employment, you will be governed by the policies, rules, regulations of serviceand orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

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Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

11. REFERENCE CHECK

Your appointment and/or continuance in the employment is contingent upon successful completion of positive reference check & background verification from all your previous employers. Your appointment will be terminated without any further notice if adverse feedback is received during reference check & background verification post your joining.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Ashis Anupam Patnaik,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Mukesh Jena,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

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4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

Cybrain Software Solutions Private Limited

An ISO 9001:2008 Certified Company

10/01/2023

Mr Kaibalya Panda
Trident Academy of Technology
Bhubaneswar

Dear Kaibalya,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Cybrain Software Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Bengaluru. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.

As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **15th Jan 2023.**

Yours sincerely,

Anina Theodore

I, **Kaibalya Panda**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Registered Office
VPO Bundla Tea Estate
Palampur, Distt Kangra,
H.P. 176061
Ph: 09418094582

Branch Office I
E - 48, Industrial Area
Phase VIII, SAS Nagar
Mohali, Punjab 160059
Ph: 0172-5053958, 4613958

Branch Office II
Vidmahe Enclave 135,IEHCS
Layout, Thindlu Main Road,
Bengaluru -97, Karnataka
Ph: 080-41131015

E-mail: info@cybrain.co.in, Website: www.cybersolutionindia.com

Cybrain Software Solutions Private Limited

An ISO 9001:2008 Certified Company

10/01/2023

Mr Satyajit Rout
Trident Academy of Technology
Bhubaneswar

Dear Satyajit,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Cybrain Software Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Bengaluru. Location of the Job can be changed as per company requirement.

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If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **15th Jan 2023.**

Yours sincerely,

Anina Theodore

I, **Satyajit Rout**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Registered Office
VPO Bundla Tea Estate
Palampur, Distt Kangra,
H.P. 176061
Ph: 09418094582

Branch Office I
E - 48, Industrial Area
Phase VIII, SAS Nagar
Mohali, Punjab 160059
Ph: 0172-5053958, 4613958

Branch Office II
Vidmahe Enclave 135,IEHCS
Layout, Thindlu Main Road,
Bengaluru -97, Karnataka
Ph: 080-41131015

E-mail: info@cybrain.co.in, Website: www.cybersolutionindia.com

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1099 **Date: 16.02.2023**

MR, AMBER SINGH,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(AMBER SINGH)

CTC				
NAME		**AMBER SINGH**		
DESIGNATION		GRADUATE ENGINEER TRAINEE II		
LOCATION		KOLKATA OFFICE		
QUALIFICATION		B. E. (M) - 2023		
DOB		22 YEARS		
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1100 **Date: 16.02.2023**

MR. SUBHAM PRADHAN,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

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86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(AMBER SINGH)

CTC				
NAME			**SUBHAM PRADHAN**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
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	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 01/10/2022

Dear Mr. Gourab Prasad Rout

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **November 15, 2022**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **November 15, 2021.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Gourab Prasad Rout

Signature

Sign this offer letter email to : yogeshkataria@rediffmail.com

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 01/10/2022

Dear Mr. Ronak Kumar Sharma

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **November 15, 2022**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **November 15, 2021.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Ronak Kumar Sharma

Signature

Sign this offer letter & email to : yogeshkataria@rediffmail.com

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 01/10/2022

Dear Mr. Subasish Sahu

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **November 15, 2022**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **November 15, 2021.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Subasish Sahu

Signature

Sign this offer letter & email to : yogeshkataria@rediffmail.com

smartsoc
solutions

Date: - February 28, 2023

To Pronit Sahoo,
Bangalore.

Subject: Letter of Intent for Training & Employment Details

Dear Pronit,

Congratulations!!

With Reference to the interviews conducted by **SmartSoC Solutions Pvt Ltd.**, we are pleased to inform you that you have been selected and extend the letter of intent reflecting employment with our organization as **Trainee Engineer.**

You are requested to join us from **June 2023**. Your joining would be subject to agreeing and accepting of Training agreement and pre joining requirements as applicable.

Your annual CTC from the date of joining as a fulltime employee will be **INR Rs. 6,00,000/- (Rupees Six Lakh Only)**. The breakup of the same will be as given in the Appointment Letter. Tax will be applicable as per the prevalent Income Tax Rules.

The details pertaining to your remuneration are confidential and may strictly be treated as such.

Further details like the venue, date, etc., for training will be notified in due course of time with sufficient time for preparation.

If you have any other queries, please feel free to contact the HR team.
E-mail ID: hr@smartsocs.com

Our letter of intent reflects our belief that you have the ability, commitment, and desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of the company.

Note: - The above CTC mentioned would be applicable once converted to fulltime employment which would be based on the performance during the internship period.

We look forward to welcoming you at SmartSoC.

Thank You,
For SmartSoC Solutions Pvt. Ltd.,

Asish Mishra
Asish Mishra
Human Resource

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

Job Offer Letter

Dear Rahul Satapathy, November 15, 2022

I am pleased to offer you, subject to the Offer Contingencies below, a position as a **Software Trainee** with **Yusata Infotech Private Limited.**

Offer Contingencies: This offer, is contingent on:

i) You're having no conflicting obligations that would prevent you from working for Yusata Infotech Private Limited.
Compensation: Your remuneration will be at the rate of **₹15,500/- (CTC) per Month during Probation/training period.** You are entitled for compensation package of **₹20,500/- (CTC) per Month for first year after successful completion of Probation/training.** Based on your performance, you may be entitled for increment of next years, which will be in between 10% to 30%. Your Salary In-hand will be after Your PF/ESI/TDS Deductions from CTC.

1. **Probation period**: After the joining date, first 2 month will be considering as a probation period, during the probation period you are not entitled to have any vacations.
2. **Training period**: After successful completion of **probation period**, 4 to 6 month will be considering as **a Training Period**, during the Training period you are not entitled to have any vacations.
3. While on **probation**, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
4. Initial contract period for your employment is up to **30 Months full time employment including probation/ Training period,** based on your contract period company have few binding conditions.
   a. You must sign a bond guarantee for the equivalent in terms of 12 month of current basic salary compensation, Exact terms and condition will be pass given to you in a separate document.
   b. You need to provide a signed check of 12 Months basic salary to comply with agreement, Company can use this cheque if you break the bond and not prior to that.
5. Your entitlement to statutory bonus will be as declared from time to time provided your basic salary is within the limits prescribed under the Payment of Bonus Act, in addition of the Project incentive.
6. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you have to provide company **at least 6 weeks of notice period**, prior the relieve from your job responsibility. In case of immediate release, you may have to compensate in financial terms. As well as forced saving amount will be forfeit as a Penalty.
7. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as **company, may black list the candidate for future employment.**
8. **Vacation**: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
9. Office working hours start from 8:30 AM, but work facility is available for employee to use for 24x7

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

10. You are required to have the average 45 hours of work per week, Lunch and personal break times are excluded from the minimum work hour requirement.
11. Your appointment is effective from **December 17, 2022** and you will report to the Head of Recruitment.
12. Submit Original of your credentials and emergency contact information for verification **on or before December 17, 2022.**
    a. Certified copy of passport
    b. Certified copy of driving license issued by State government
    c. Certified copy of voter Identification card and/or
    d. Certified copy of AADHAR Card

    Also, submit copy of your PAN Card (Mandatory).

    Note: Your Originals will be returned after verification.
13. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. BCA and/or Graduate degree mark sheets.
    d. BE and/or MCA Semester mark sheet
14. Your appointment is a full-time assignment and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
15. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries
16. Salary and level of earnings within your group is personal to you depending upon your background, experience and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
17. Income tax and other taxes if any will be to your account and is subject to deductions at source wherever applicable.
18. For any further clarification on matters related to your salary/perks, you are requested to personally contact HRD Department.
19. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely,

M C Sharma

CEO

I have read the provisions of the Employment Agreement and I accept the above offer.

Date: Rahul Satapathy

TPNODL/HR/2023/REC-184 Date: 04-Sep-2023

Priyabrata Bhuyan,
Bhubaneswar,
Odisha,
Pin-751016

Dear Priyabrata Bhuyan,

Sub: Offer of appointment at TP Northern Odisha Distribution (TPNODL) as "Graduate Engineer Trainee"

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of **TP Northern Odisha Distribution Limited (TPNODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Graduate Engineer Trainee

2. COMPENSATION

Your progress will be evaluated and increment in your salary will be subject toyour overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Mediclaim & Personal Accident Insurance, Group Term Life Insurance, etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

i) Your Joining will be at **Balasore**. And your place of posting shall be decided after your joining.

i) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of, which is in existence TP Northern Odisha Distribution Limited (TPNODL) as on date and which may come into existence in future, without any additional remuneration or other benefits.

ii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies of The TP Northern Odisha Distribution Limited in India or abroad as on date or to such other sister / associate Companies which may come into existencein future, and your conditions of service will be as applicable to that establishment.

6. SECRECY

You shall not at any time or times disclose, divulge or make public any of the technologies,processes, accounts, transactions, dealings, etc. of the Company whether the same may be confided or become known to you in the course of your above assignment or otherwise.

7. PROBATION

You will be on probation for a period of one year from the date of joining during which yourperformance, conduct and such other traits will be closely monitored. You will be confirmedin your service on successful completion of your training based on your performance and such other attributes being found satisfactory and you are intimated to that effect in writing.

8. TERMINATION OF SERVICE

During probation period, your services are terminable with **One Month's** notice or salary inlieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. RULES & REGULATIONS

During your employment, you will be governed by the policies, rules, regulations of serviceand orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

10. MEDICAL FITNESS

Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

11. REFERENCE CHECK

Your appointment and/or continuance in the employment is contingent upon successful completion of positive reference check & background verification from all your previous employers. Your appointment will be terminated without any further notice if adverse feedback is received during reference check & background verification post your joining.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

TPNODL/HR/2023/REC-185 Date: 04-Sep-2023

Shivananda Dash,
Bhubaneswar,
Odisha,
Pin-751016

Dear Shivananda Dash,

Sub: Offer of appointment at TP Northern Odisha Distribution (TPNODL) as "Graduate Engineer Trainee"

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of **TP Northern Odisha Distribution Limited (TPNODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Graduate Engineer Trainee

2. COMPENSATION

Your progress will be evaluated and increment in your salary will be subject toyour overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Mediclaim & Personal Accident Insurance, Group Term Life Insurance, etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

i) Your Joining will be at **Balasore**. And your place of posting shall be decided after your joining.

i) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of, which is in existence TP Northern Odisha Distribution Limited (TPNODL) as on date and which may come into existence in future, without any additional remuneration or other benefits.

ii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies of The TP Northern Odisha Distribution Limited in India or abroad as on date or to such other sister / associate Companies which may come into existencein future, and your conditions of service will be as applicable to that establishment.

6. SECRECY

You shall not at any time or times disclose, divulge or make public any of the technologies,processes, accounts, transactions, dealings, etc. of the Company whether the same may be confided or become known to you in the course of your above assignment or otherwise.

7. PROBATION

You will be on probation for a period of one year from the date of joining during which yourperformance, conduct and such other traits will be closely monitored. You will be confirmedin your service on successful completion of your training based on your performance and such other attributes being found satisfactory and you are intimated to that effect in writing.

8. TERMINATION OF SERVICE

During probation period, your services are terminable with **One Month's** notice or salary inlieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. RULES & REGULATIONS

During your employment, you will be governed by the policies, rules, regulations of serviceand orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

10. MEDICAL FITNESS

Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

11. REFERENCE CHECK

Your appointment and/or continuance in the employment is contingent upon successful completion of positive reference check & background verification from all your previous employers. Your appointment will be terminated without any further notice if adverse feedback is received during reference check & background verification post your joining.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

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ISO 9001:2015
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www.tuv.com
ID 9105029428

Dated: 16-01-2023

To,
Mr. Sambit Kumar Satapathy
Trident Group of Institutions

Dear **Sambit,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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ISO 9001:2015
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ID 9105028428

Total Remuneration Work Sheet

Name : **Sambit Kumar Satapathy**

Position : **Jr. Engineer – Software**

Date Of Joining : **01.06.2023**

Location : **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

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ISO 9001:2015
www.tuv.com
ID 9105829428

Dated: 16-01-2023

To,
Mr. Bibechita Sahoo
Trident Group of Institutions

Dear **Bibechita,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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ISO 9001:2015
www.tuv.com
ID 9105029426

Total Remuneration Work Sheet

Name	: **Bibechita Sahoo**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

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www.tuv.com
ID 9105029428

Dated: 16-01-2023

To,
Mr. Biswajeet Jena
Trident Group of Institutions

Dear **Biswajeet,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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Total Remuneration Work Sheet

Name	**: Biswajeet Jena**
Position	**: Jr. Engineer – Software**
Date Of Joining	**: 01.06.2023**
Location	**: Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

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ID 9105029428

Dated: 16-01-2023

To,
Mr. Abhisek Nanda
Trident Group of Institutions

Dear **Abhisek,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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Total Remuneration Work Sheet

Name	: **Abhisek Nanda**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

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ID 9105029426

Dated: 16-01-2023

To,
Mr. Abinash Routray
Trident Group of Institutions

Dear **Abinash,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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ISO 9001:2015
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ID 9105029428

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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ISO 9001:2015
www.tuv.com
ID 9105029428

Total Remuneration Work Sheet

Name	: **Abinash Routray**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Shubham Kumar Tiwary,

We are pleased to inform you that you are selected for the position of " **Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **15th March, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)

2. Copy of Aadhar card & Pan Card

3. Soft copy of passport size photograph

4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Anurag Pradhan,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Anurag Satapathy,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Ashutosh Nayak,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Pratik Anand
S/O - Satish Kumar Bhagat,
Post Office Road, Ward No-13, Singheswar, Mahapura,
Bihar - 852128
India

Offer cum Appointment as Assistant Software Engineer

Dear Pratik Anand,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3**.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

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b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

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c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

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i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

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9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

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13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Pratik Anand** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Pratik Anand	Candidate's Signature:	_____
Date:	_____	Place:	_____

NUCLEUS SOFTWARE

Compensation Structure

Name	Pratik Anand
Candidate ID	REC202303161229
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Pratik Anand,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

ıthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

NUCLEUS SOFTWARE

Annexure-II

Document Submission List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Dibya Prakash Panda
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Dibya,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Gourab Sahu
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Gourab,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

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Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Haraprasad Rath
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Haraprasad,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Chinmayee Dutta
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Chinmayee,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Debabrata Si
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Debabrata,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023**. You will be under probation for six months from the date of joining.

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Ms. Debasmita Dey
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Debasmita,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Krishna Satpathy
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Krishna,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Priyanshu Das
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Priyanshu,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Rajesh Mahapatra
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Rajesh,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Shibasrit Mallick
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Shibasrit,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

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Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Tapaswini Mohapatra
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Tapaswini,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

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Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Ankita Priyadarshani
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Ankita,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

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Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

SANMINA

03 December, 2022

Ms. Ankita Pati,
B.Tech – Electronics & Telecommunication Engineering,
Trident Academy of Technology, Bhubaneshwar, Odisha

Dear Ankita Pati,

We are pleased to offer you the position of **Intern** on behalf of Sanmina Tech Services India Pvt. Ltd, MEPZ in Chennai for a period of six months from the day of joining, 04-Jan-2023.

You will be paid a consolidated stipend of INR 15,000/- per month during the internship program (6 months).

Your place of work based on business requirement will be Sanmina Tech Services India Pvt. Ltd, MEPZ in Tambaram, Chennai during the internship program.

On successful completion of your internship program, you will be absorbed as **Graduate Trainee** (permanent employment) subject to fulfilling all academic requirements as enunciated in the annexure.

You will submit the following documents (originals & photocopies) at the time of joining, failing which you will not be allowed to join and our offer of appointment ceases automatically.

a) Gazetted officer attested copies of certificates in support of your Educational and Technical Qualifications.
b) Proof for Date of Birth.
c) Photo Id Proof and Address Proof (Aadhaar card)
d) Passport copy, if available

The terms and conditions of the Graduate Trainee Program are given in the annexure.

We welcome you to our organization, and look forward to having a mutually beneficial association.

For Sanmina Tech Services India Private Limited

Isaac Patturaja G B

Manager – Human Resources

ACKNOWLEDGMENT
I accept the internship program in your letter stated above. I have gone through and also, accept the terms and conditions of internship and the Graduate Trainee Program as stated therein.

_____ Date: _____

Signature with Name

SANMINA

ANNEXURE

GRADUATE TRAINEE PROGRAM

You will be on training for a period of one year from the date of completion of your Internship Program. The training period can be extended or reduced at the discretion of the Management.

COMPENSATION

You will be paid a monthly salary of INR 31,250/- (INR 3,75,000/- annually). You will be paid in accordance with the Company's payroll practices. This annual salary will represent your cost to the company.

Salary Components	Per Month	Per Annum
Basic	₹ 12,500	₹ 150,000
House Rent Allowance (HRA)	₹ 6,250	₹ 75,000
Medical Allowance	₹ 1,250	₹ 15,000
Special Allowance	₹ 7,850	₹ 94,200
Conveyance Allowance	₹ 1,600	₹ 19,200
Net Salary INR HRIS	**₹ 29,450**	**₹ 353,400**
Employer's PF contribution	₹ 1,800	₹ 21,600
Gross Total Salary INR	**₹ 31,250**	**₹ 375,000**

Your compensation details are strictly confidential and you are expected to maintain this confidentiality.
Any breach of this confidence could result in corrective action up to and including termination.

The chief purpose of taking you as a trainee is to impart knowledge of several specialized activities. The company reserves its rights to terminate you from training without assigning any reason, without issuance of notice or stipend in lieu of notice.

Please note that upon completion of training, the company is under no obligation to consider you for employment unless confirmed in writing until which period you will be a trainee only.

SANMINA

You will be liable to be transferred for training to any of our branches, departments, associate concerns or to any other position and/or without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.

You will be subject to the standing order, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

GENERAL INFORMATION

Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and B. E Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the Sanmina Tech Services India Pvt. Ltd 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 Sanmina Tech Services India Pvt. Ltd selection guidelines.

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.

Provident Fund

You will be covered under the Employees Provident Fund Plan in accordance with the State Employees Provident Fund Act, which will take effect on your start date.

In case you are already a member, the same account will continue from Sanmina Tech Services India Pvt. Ltd.

Probationary Period

You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. You shall be deemed to be confirmed at the end of six months and no separate confirmation letter will be issued.

However, if the performance during probation is found unsatisfactory, the probationary period may be extended or in special case the employee will be terminated after consultation with senior management. Any extension of your probationary period will be submitted to you in writing. During the probationary period, the Company may terminate the employment relationship at any time by issuing one (1) month's notice or payment in lieu thereof.

SANMINA

Leave Policy

The leave policy will be provided to you upon your start date with the Company.

Work Hours

Employee work hours including breaks and lunch may vary between plants, depending on the business needs.

Sanmina Tech Services India Pvt. Ltd. typically works nine (9) hours a day, five (5) days a week. However, there may be times when you will be required to work beyond the stipulated hours of work to complete your job duties.

Code of Conduct

You are not authorized to represent the Company at any public forums, press meetings, or conferences. You are also not allowed to publish articles in newspapers or magazines unless authorized by the persons within the Company to whom you will be reporting. Any personal opinions expressed will be treated as your own and not the opinion of the Company. The Company is not responsible or liable for any claims that may arise out of such personal opinions.

If any of the information provided by you, in your application or during your interview is found to be false or incorrect, you will be subject to corrective action up to and including termination.

You will be bound by the rules and regulations declared by the Company, in relation to your conduct, corrective action, medical fitness, leave policy, holiday policy and all matters relating to terms and conditions of employment, network security and usage.

You are required to abide by all statutory laws at all times. Violation of any of these rules could result in corrective action up to and including termination.

Resignation / Termination of Service

You or the Company may terminate the employment relationship at any time by serving two (2) month's notice or payment in lieu thereof. If you are still on probation, one (1) month's notice period or payment in lieu thereof.

In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice in which case no notice pay will be payable.

Retirement

You will retire from the services of the Company on attaining the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining or subsequently will be deemed to be final and binding.

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ISO/IEC 27001:2013
ISO 9001:2015
www.tuv.com
ID 9105028428

Dated: 16-01-2023

To,
Mr. Manoj Kumar Rout
Trident Group of Institutions

Dear **Manoj,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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ISO 9001:2015
www.tuv.com
ID 9105029428

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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ISO 9001:2015
www.tuv.com
ID 9105028428

Total Remuneration Work Sheet

Name	: **Manoj Kumar Rout**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
www.tuv.com
ID 9105029428

Dated: 16-01-2023

To,
Mr. Manoranjan Majhee
Trident Group of Institutions

Dear **Manoranjan,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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ISO/IEC 27001:2013
ISO 9001:2015
www.tuv.com
ID 9105028428

Total Remuneration Work Sheet

Name	: **Manoranjan Majhee**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Abinash Kumar Tripathy,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Anshu Gautam,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Ashutosh Acharya,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Biswa Ranjan Das,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023.** You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Muhamma Farid Razza,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Ms. Riya Sharma

D/O - Mukesh Sharma

Ward No-9, Gattapara, Bhagawanpur,

Kharagpur, West Bengal- 721304

riyasharma3303@gmail.com

Contact No - 704-724-7703

Dear Riya,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

a) Certified true copies of your education/professional qualifications.
b) PAN Card Original & Photocopy
c) Aadhar Card Original & Photocopy

PROBATION:

You will be on probation for a period of six months from the date of joining. Upon successful completion of the probation, your employment will be confirmed in the permanent roll of the company.

DRESS CODE:
Monday White formal & Saturday Black,Employees are expected to dress appropriately as per The occasion.

bookingjini

HOURSE OF WORK:
A normal work week comprises six days(Monday to Saturday).Normal working hours are 48 hours per week excluding break.

TERMINATION:

1 Your employment with the company within your confirmation period can be terminated on notice by either side. The notice period is one month at your level during this period.

2. Your employment with the company after your confirmation can be terminated on notice by either side. The notice period is two months at your Level.

3. The company alone, at its discretion may opt to make/accept payment in lieu of notice period which will be calculated based on the monthly gross salary.

4. In the event the employment termination by Bookingjini for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.

On joining, you may please meet **Ms.Sagarika Patra** On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties.

Your initial posting will be in **Bhubaneswar** however you may be transferred to any other office locations of Bookingjini in India or abroad.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Thanking You
Yours Faithfully
For Bookingjini Labs Private Ltd

I ACCEPT

Signing Authority

bookingjini

SALARY ANNEXURE

Particular		Amount in INR	
		Per Annum	Per Month
1	Basic Salary	18,000	1,500
2	HRA	1,800	150
3	Special Allowances	14,006	1,167
4	Conveyance Allowance & Medical Reimbursement	120,508	10,042
6	Gratuity	866	72
5	**Sum**	**155,180**	**12,932**
7	PF - Employee's Contribution	2,160	180
8	PF - Employer's Contribution	2,160	180
9	Professional Tax	2,500	208
10	**Total Fixed Salary**	**162,000**	**13,500**
11	Variable Salary	18,000	1,500
12	**Cost To Company**	**180,000**	**15,000**

DEVELOPTECH

DevelopTech IT Solution Pvt. Ltd.
CIN:U72900CH2014PTC035103
#401, 4th floor Bestech Business tower
Sec 66, Mohali (Punjab), India
+91 9780131210

16/01/2023

Mr. Biswajeet Rout
Trident Academy of Technology
Bhubaneswar, Odisha

Dear Biswajeet,
Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Developtech IT Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Chandigarh. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.
As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **30th Jan 2023.**

Yours sincerely,
Sumit

I, **Biswajeet Rout**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

devtron
KUBETRON TECHNOLOGIES PRIVATE LIMITED
(A subsidiary of Devtron Inc.)
Regd. Office:-2nd floor,401/39, Nehru Place, Delhi, New Delhi, 110019
CIN: U72200DL2021PTC382599

To,
Kamal Acharya
Trident Academy of Technology,
Bhubaneswar, India

Date: 23-Sep-2022

INTERNSHIP LETTER

Sub: Letter of Internship with Kubetron Technologies Pvt Ltd

Dear Kamal Acharya,

We are pleased to offer you as **Intern - DevOps.** Your internship with Kubetron Technologies Pvt Ltd will commence on **Jan 02, 2023,** as communicated to you at the time of the selection process. Your appointment will be with effect from the date you join and your place of posting will be Gurgaon.

As indicated to you during the campus selection process, this offer for full time regular employment and entitlement to receive the full range of company benefits is conditioned upon the following:

1. Upon the successful completion of your internship with us and based on your overall performance.
2. Submission of documents on joining:
    a. NOC from college for internship
    b. Pan card copy
    c. Address proof: adhar card or driving license

Compensation Benefits:
During your internship period, you will be provided with a monthly stipend of **Rs. 20,000.** If you are further offered/ appointed as a full time regular employee (as per the conditioned clause mentioned above), your Annual Cost to Company will be revised to **Rs. 5,00,000 (Five Lakhs Only).**

Code of Conduct:
Your internship with Kubetron will be on an exclusive basis and you will devote your full time and attention to performing your obligations and duties. You will perform the duties and

carry out assignments entrusted to you efficiently, sincerely, and to the best of your ability and capacity.
You will follow the discipline of the specified office/business hours as per Kubetron Policy. By virtue of the nature of the duties, fluctuations in the daily routine may vary the hours required to meet your commitments.
We expect you to exhibit professional behavior and believe that you will not indulge in any unlawful activities and that your conduct in the office will be professional.

Confidentiality:
During your internship, you might get exposed to Kubetron policies, strategies, business plans, artwork, systems, intellectual property, and any written or oral information which is confidential in nature, and by accepting this offer, you agree not to disclose this information to any third party and/or person during or post-completion of your internship or use this information for your own benefit.

Termination/Notice Period:
Kubetron Technologies Pvt Ltd is entitled to forthwith terminate this internship with a notice of 15 days or immediately in the event of the occurrence of the following events:

- Performance issues
- Unlawful activity
- Breach of our terms & policies
- Indiscipline

Dispute resolution:
This internship letter will be governed and interpreted in accordance with the laws of India and the courts of Delhi will have exclusive jurisdiction in relation to any disputes that arise under this letter.

PRASHANT GHILDIYAL Digitally signed by PRASHANT GHILDIYAL

Name: Prashant Ghildiyal
Designation: CEO

I acknowledge that I have read, and do hereby accept the terms and conditions contained in this.

Intern's Signature

devtron
KUBETRON TECHNOLOGIES PRIVATE LIMITED
(A subsidiary of Devtron Inc.)
Regd. Office:-2nd floor,401/39, Nehru Place, Delhi, New Delhi, 110019
CIN: U72200DL2021PTC382599

To,
Subham Sahoo
Trident Academy of Technology,
Bhubaneswar, India

Date: 23-Sep-2022

INTERNSHIP LETTER

Sub: Letter of Internship with Kubetron Technologies Pvt Ltd

Dear Subham Sahoo,

We are pleased to offer you as **Intern - DevOps.** Your internship with Kubetron Technologies Pvt Ltd will commence on **Jan 02, 2023,** as communicated to you at the time of the selection process. Your appointment will be with effect from the date you join and your place of posting will be Gurgaon.

As indicated to you during the campus selection process, this offer for full time regular employment and entitlement to receive the full range of company benefits is conditioned upon the following:

1. Upon the successful completion of your internship with us and based on your overall performance.
2. Submission of documents on joining:
    a. NOC from college for internship
    b. Pan card copy
    c. Address proof: adhar card or driving license

Compensation Benefits:
During your internship period, you will be provided with a monthly stipend of **Rs. 20,000.** If you are further offered/ appointed as a full time regular employee (as per the conditioned clause mentioned above), your Annual Cost to Company will be revised to **Rs. 5,00,000 (Five Lakhs Only).**

Code of Conduct:
Your internship with Kubetron will be on an exclusive basis and you will devote your full time and attention to performing your obligations and duties. You will perform the duties and

carry out assignments entrusted to you efficiently, sincerely, and to the best of your ability and capacity.
You will follow the discipline of the specified office/business hours as per Kubetron Policy. By virtue of the nature of the duties, fluctuations in the daily routine may vary the hours required to meet your commitments.
We expect you to exhibit professional behavior and believe that you will not indulge in any unlawful activities and that your conduct in the office will be professional.

Confidentiality:
During your internship, you might get exposed to Kubetron policies, strategies, business plans, artwork, systems, intellectual property, and any written or oral information which is confidential in nature, and by accepting this offer, you agree not to disclose this information to any third party and/or person during or post-completion of your internship or use this information for your own benefit.

Termination/Notice Period:
Kubetron Technologies Pvt Ltd is entitled to forthwith terminate this internship with a notice of 15 days or immediately in the event of the occurrence of the following events:

- Performance issues
- Unlawful activity
- Breach of our terms & policies
- Indiscipline

Dispute resolution:
This internship letter will be governed and interpreted in accordance with the laws of India and the courts of Delhi will have exclusive jurisdiction in relation to any disputes that arise under this letter.

PRASHANT GHILDIYAL
Digitally signed by PRASHANT GHILDIYAL

I acknowledge that I have read, and do hereby accept the terms and conditions contained in this.

Name: Prashant Ghildiyal
Designation: CEO

Intern's Signature

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Asis Kumar Rout

OFFER LETTER

Dear Asis,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

digit
BACKED BY FAIRFAX

Annexure A
Compensation Entitlement Sheet

	Monthly	Annual
Basic Salary	11,667	140,000
HRA	4,667	56,000
Education Allowance	200	2,400
LTA	972	11,662
Statutory Bonus	972	11,662
Special Allowance	12,495	149,942
Gross Salary	**30,972**	**371,666**
Employer Contributions		
EPF	1,800	21,600
ESI	0	0
Gratuity	561	6,734
Fixed Compensation	**33,333**	**400,000**
Variable Pay		**50000**
Annual Cost to Company		**450,000**

Deductions:

EPF	1,800	21,600
ESIC	0	0
PT Deduction	200	2,500
Net Pay	**28,972**	**347,566**

*TDS deduction is subject to taxable income.
** Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee can earn up to 200% of the variable pay. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.
*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Asis Kumar Rout

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Dibyajyoti Patra

OFFER LETTER

Dear Dibyajyoti,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer - Technology.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

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*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Dibyajyoti Patra

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Mohit Kumar

OFFER LETTER

Dear Mohit,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer - Technology.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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(a) The accuracy of the testimonials and information provided by you; and,
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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Mohit Kumar

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Roshan Lal

OFFER LETTER

Dear Roshan,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

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1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Roshan Lal

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Sonalee Priyadarsinee

OFFER LETTER

Dear Sonalee,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer - Technology.**

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Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Sonalee Priyadarsinee

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Nikhilesh Pani,
Address: S/O- Niladri Narayan Pani,
Tundapada, Kedarpur, Soro,
Balasore, Odisha,
Pin code- 756045

Date: 01/02/2023

Dear Nikhilesh,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

iServeU Technology Pvt. Ltd.
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8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Nikhilesh Pani** Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

P.Karthik Kumar,
Address: S/O- P.Krishna Kumar,
Sunari Street, Jeypore,
Koraput, Odisha,
Pin code- 764001

Date: 01/02/2023

Dear Karthik,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
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Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **P.Karthik Kumar** Sign:
Date:
Place:

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Ankit Mangaraj,
Address: S/O- Manas Ranjan Mangaraj,
AT/PO-Harirajpur, P.S-Delang, Dist- Puri,
Jatani, Odisha,
Pin code- 752050

Date: 01/02/2023

Dear Ankit,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

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b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:

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9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. **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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. **MEDICAL REPORT**
It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. **CODE OF CONDUCT FOR EMPLOYEES**:
The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Ankit Mangaraj** Sign:
Date:
Place:

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Email: info@iserveu.in | Web: www.iserveu.in

Samiksha Barik,
Address: D/O- Achyutananda
Barik, Akatpur, Sunhat,
Balasore, Odisha,
Pin code- 756002

Date: 01/02/2023

Dear Samiksha,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Samiksha Barik** Sign:
Date:
Place:

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Swaraj,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Swaraj Kumar Sahoo

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Swaraj Kumar Sahoo

Bangalore

NUCLEUS SOFTWARE

Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Satrujit Pani
S/O - Suresh Chandra Pani,
Sailashree Vihar, Bhubaneswar
disha - 751021
India

Offer cum Appointment as Assistant Software Engineer

Dear Satrujit Pani ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

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b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

NUCLEUS SOFTWARE

c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

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i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

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13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

NUCLEUS SOFTWARE

Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Satrujit Pani** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Satrujit Pani	Candidate's Signature:	_____
Date:	_____	Place:	_____

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Compensation Structure

Name	Satrujit Pani
Candidate ID	REC202303161221
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Satrujit Pani,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

uthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

`roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

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Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

OdiTek Solutions Pvt Ltd.
DCB # 519, 5th Floor, DLF Cybercity
IDCO Info Park, Technology Corridor, Chandaka Industrial Estate,
Bhubaneswar, Odisha – 751024
Email: info@oditeksolutions.com
www.oditeksolutions.com

09th December 2022
Mr. Satyam Kumar Singh
Bhubaneswar

Sub: Appointment Letter

Dear Satyam ,
In furtherance to our last discussion, we are pleased to offer you a position in OdiTek Solutions Pvt. Ltd. Your place of posting will be at our Development Center, Bhubaneswar, and your CTC is INR 2,22,000 Per Annum. Your compensation package will be consisting of base salary, HRA and DA. Please note that deduction as per Govt rules like Taxes etc. are applicable on top of your salary, if any.

Your designation at OSPL would be **"Software Trainee"**, and you will report to **Tech Lead.** This will be used for all communication & would reflect in our databases.

Please note that by accepting this appointment letter, you are also accepting the terms of the NDA as well.

The offer made to you here-under is valid and subject to your satisfactory medical examination and reference checks. The Company reserves the rights to carry out reference verifications or background checks prior to your joining of the Company or during the course of your employment with us, either ourselves or through third party agencies engaged by us. Such reference checks and verifications, amongst others, would include past employment & salary, criminal records, countries resided in or worked in etc and other details provided by you to the Company. You understand and acknowledge that this is a requisite and you shall not raise any objection what so ever to the said background checks or reference verifications.

If it is found that the information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall reserve the rights to withdraw this offer or in case of such discovery occurring after your joining the Company to take appropriate disciplinary action against you and/or terminate your employment with the Company.

You will be under a **Probation Period of 6 months**, after which your performance will be reviewed and upon successful completion of this period, your employment with the Company can be made confirmed. Company reserves the rights to continue or dis-continue with your services at any point during the probation period or after it, without explanation.

You are requested to **join us on or before "1st March 2023"** and report to work at 10AM. Please sign the duplicate of this offer letter as a token of your acceptance and return it to HR on the date of joining.

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

OdiTek Solutions Pvt Ltd.
DCB # 519, 5th Floor, DLF Cybercity
IDCO Info Park, Technology Corridor, Chandaka Industrial Estate,
Bhubaneswar, Odisha – 751024
Email: info@oditeksolutions.com
www.oditeksolutions.com

Please submit the following documents while joining the Company:-

- Photo copies of Qualification (Matriculation onwards, including any certificates etc)
- Photo copy of Pan Card and Aadhar Card
- Address Proof (Electricity bill, Bank Statement etc)
- Photo copy of your Passport, VISA (if any)
- Two Passport size photographs
- Copy of your resignation and acceptance of your resignation by your current employer (if applicable)
- Copy of previous companies relieving letters (if applicable)

Please note that you will be required to carry originals of these mentioned documents while joining the Company. You need to sign an NDA (Non-Disclosure-Agreement) with OSPL on your joining to a technical project, to safe guard the proprietary ownership of products, technologies, innovations or ideas from outside.
You will not disclose the remuneration received by you to any other employee of OSPL or outside, except when it is officially required or HR.

OSPL Employee Handbook containing professional conduct and code of ethics, details of compensation will be provided to you after you joining the Company.
Your signature on this offer letter signifies that you have received and read the terms of the offer and summary of compensation mentioned here-with, and agree to abide by the rules of the Company after joining.

Sincerely,

Abinash Ghosh
Director

I am fully informed and I acknowledge that the initial terms and conditions of the employment are understood by me, and I also agree to abide by the rules and policies of the Company after joining.

Satyam Kumar Singh

- Candidate Name

Start Date:01/03/2023

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

CTC Breakup		
	Annually	**Monthly**
Basic	99900	8,325
HRA	59940	4,995
Conveyance	24972	2,081
Performance Bonus	13939	1,162
Gross	**198751**	**16563**
Deductions		
Employee PF contribution	11988	999
Employee ESI contribution	1,488	124
Professional Tax	1,500	125
TDS	-	-
Total Deductions	**14976**	**1248**
Net Salary Payable	**183775**	**15315**
Add: Employer ESI contribution	6,456	538
Add: Employer PF contribution	11988	999
Add: Employer Gratuity contribution	4805	400
CTC	**222000**	**18500**

- Your salary might be subjected to deduction of tax at source as per the provisions of Income Tax Act of Government of India as may be amended from time to time. Management will take decision on TDS; else you have to return your taxes due to income received as salary based on Govt. of India rules.

You will be on probation for a period of six months. You will be deemed to have completed the probation period, subject to:

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization.

The employees who do not complete their probation would not be eligible for Promotion, Salary Increase or Incentive Payments. Such benefits would be held back till the successful completion of Probation.

Your employment with the Company may be terminated after giving a notice of **two months** or salary in lieu thereof. You are bound to give **two months' notice** before leaving the services of the Company .In-case you are not serving the notice period then company may decide not to provide any supporting documents relating to your employment like experience letter, relieving letter / resignation letter . You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company.

The company has the right to transfer you to any of the existing or future office or client locations.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

We will be proud to have you as a member of our team to further enhance OSPL's position as leading Software Company in the communication sector as well as a Best Employer.

Looking forward to a bright future and long term association with the OSPL team,

Yours sincerely,

Abinash Ghosh
Director

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OdiTek Solutions Pvt Ltd.
DCB # 519, 5th Floor, DLF Cybercity
IDCO Info Park, Technology Corridor, Chandaka Industrial Estate,
Bhubaneswar, Odisha – 751024
Email: info@oditeksolutions.com
www.oditeksolutions.com

09th December 2022
Mr. Sudhir Kumar
Bhubaneswar

Sub: Appointment Letter

Dear Sudhir ,

In furtherance to our last discussion, we are pleased to offer you a position in OdiTek Solutions Pvt. Ltd. Your place of posting will be at our Development Center, Bhubaneswar, and your CTC is INR 2,22,000 Per Annum. Your compensation package will be consisting of base salary, HRA and DA. Please note that deduction as per Govt rules like Taxes etc. are applicable on top of your salary, if any.

Your designation at OSPL would be **"Software Trainee"**, and you will report to **Tech Lead.** This will be used for all communication & would reflect in our databases.

Please note that by accepting this appointment letter, you are also accepting the terms of the NDA as well.

The offer made to you here-under is valid and subject to your satisfactory medical examination and reference checks. The Company reserves the rights to carry out reference verifications or background checks prior to your joining of the Company or during the course of your employment with us, either ourselves or through third party agencies engaged by us. Such reference checks and verifications, amongst others, would include past employment & salary, criminal records, countries resided in or worked in etc and other details provided by you to the Company. You understand and acknowledge that this is a requisite and you shall not raise any objection what so ever to the said background checks or reference verifications.

If it is found that the information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall reserve the rights to withdraw this offer or in case of such discovery occurring after your joining the Company to take appropriate disciplinary action against you and/or terminate your employment with the Company.

You will be under a **Probation Period of 6 months**, after which your performance will be reviewed and upon successful completion of this period, your employment with the Company can be made confirmed. Company reserves the rights to continue or dis-continue with your services at any point during the probation period or after it, without explanation.

You are requested to **join us on or before "1st March 2023"** and report to work at 10AM. Please sign the duplicate of this offer letter as a token of your acceptance and return it to HR on the date of joining.

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

Please submit the following documents while joining the Company:-

- Photo copies of Qualification (Matriculation onwards, including any certificates etc)
- Photo copy of Pan Card and Aadhar Card
- Address Proof (Electricity bill, Bank Statement etc)
- Photo copy of your Passport, VISA (if any)
- Two Passport size photographs
- Copy of your resignation and acceptance of your resignation by your current employer (if applicable)
- Copy of previous companies relieving letters (if applicable)

Please note that you will be required to carry originals of these mentioned documents while joining the Company. You need to sign an NDA (Non-Disclosure-Agreement) with OSPL on your joining to a technical project, to safe guard the proprietary ownership of products, technologies, innovations or ideas from outside.
You will not disclose the remuneration received by you to any other employee of OSPL or outside, except when it is officially required or HR.

OSPL Employee Handbook containing professional conduct and code of ethics, details of compensation will be provided to you after you joining the Company.
Your signature on this offer letter signifies that you have received and read the terms of the offer and summary of compensation mentioned here-with, and agree to abide by the rules of the Company after joining.

Sincerely,

Abinash Ghosh
Director

I am fully informed and I acknowledge that the initial terms and conditions of the employment are understood by me, and I also agree to abide by the rules and policies of the Company after joining.

Sudhir Kumar

- Candidate Name

Start Date:01/03/2023

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

CTC Breakup		
	Annually	**Monthly**
Basic	99900	8,325
HRA	59940	4,995
Conveyance	24972	2,081
Performance Bonus	13939	1,162
Gross	**198751**	**16563**
Deductions		
Employee PF contribution	11988	999
Employee ESI contribution	1,488	124
Professional Tax	1,500	125
TDS	-	-
Total Deductions	**14976**	**1248**
Net Salary Payable	**183775**	**15315**
Add: Employer ESI contribution	6,456	538
Add: Employer PF contribution	11988	999
Add: Employer Gratuity contribution	4805	400
CTC	**222000**	**18500**

- Your salary might be subjected to deduction of tax at source as per the provisions of Income Tax Act of Government of India as may be amended from time to time. Management will take decision on TDS; else you have to return your taxes due to income received as salary based on Govt. of India rules.

You will be on probation for a period of six months. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization.

The employees who do not complete their probation would not be eligible for Promotion, Salary Increase or Incentive Payments. Such benefits would be held back till the successful completion of Probation.

Your employment with the Company may be terminated after giving a notice of **two months** or salary in lieu thereof. You are bound to give **two months' notice** before leaving the services of the Company .In-case you are not serving the notice period then company may decide not to provide any supporting documents relating to your employment like experience letter, relieving letter / resignation letter . You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company.

The company has the right to transfer you to any of the existing or future office or client locations.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

We will be proud to have you as a member of our team to further enhance OSPL's position as leading Software Company in the communication sector as well as a Best Employer.

Looking forward to a bright future and long term association with the OSPL team,

Yours sincerely,

Abinash Ghosh
Director

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Bhubaneswar, Odisha – 751024
Email: info@oditeksolutions.com
www.oditeksolutions.com

09th December 2022
Mr. Sunil Kumar Panda
Bhubaneswar

Sub: Appointment Letter

Dear Sunil ,

In furtherance to our last discussion, we are pleased to offer you a position in OdiTek Solutions Pvt. Ltd. Your place of posting will be at our Development Center, Bhubaneswar, and your CTC is INR 2,22,000 Per Annum. Your compensation package will be consisting of base salary, HRA and DA. Please note that deduction as per Govt rules like Taxes etc. are applicable on top of your salary, if any.

Your designation at OSPL would be **"Software Trainee"**, and you will report to **Tech Lead.** This will be used for all communication & would reflect in our databases.

Please note that by accepting this appointment letter, you are also accepting the terms of the NDA as well.

The offer made to you here-under is valid and subject to your satisfactory medical examination and reference checks. The Company reserves the rights to carry out reference verifications or background checks prior to your joining of the Company or during the course of your employment with us, either ourselves or through third party agencies engaged by us. Such reference checks and verifications, amongst others, would include past employment & salary, criminal records, countries resided in or worked in etc and other details provided by you to the Company. You understand and acknowledge that this is a requisite and you shall not raise any objection what so ever to the said background checks or reference verifications.

If it is found that the information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall reserve the rights to withdraw this offer or in case of such discovery occurring after your joining the Company to take appropriate disciplinary action against you and/or terminate your employment with the Company.

You will be under a **Probation Period of 6 months**, after which your performance will be reviewed and upon successful completion of this period, your employment with the Company can be made confirmed. Company reserves the rights to continue or dis-continue with your services at any point during the probation period or after it, without explanation.

You are requested to **join us on or before "1st March 2023"** and report to work at 10AM. Please sign the duplicate of this offer letter as a token of your acceptance and return it to HR on the date of joining.

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Please note that you will be required to carry originals of these mentioned documents while joining the Company. You need to sign an NDA (Non-Disclosure-Agreement) with OSPL on your joining to a technical project, to safe guard the proprietary ownership of products, technologies, innovations or ideas from outside.
You will not disclose the remuneration received by you to any other employee of OSPL or outside, except when it is officially required or HR.

OSPL Employee Handbook containing professional conduct and code of ethics, details of compensation will be provided to you after you joining the Company.
Your signature on this offer letter signifies that you have received and read the terms of the offer and summary of compensation mentioned here-with, and agree to abide by the rules of the Company after joining.

Sincerely,

Abinash Ghosh
Director

I am fully informed and I acknowledge that the initial terms and conditions of the employment are understood by me, and I also agree to abide by the rules and policies of the Company after joining.

Sunil Kumar Panda

- Candidate Name

Start Date:01/03/2023

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We will be proud to have you as a member of our team to further enhance OSPL's position as leading Software Company in the communication sector as well as a Best Employer.

Looking forward to a bright future and long term association with the OSPL team,

Yours sincerely,

Abinash Ghosh
Director

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Abhishek Ranjan
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Abhishek,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

RECHARGEKIT COMMUNICATIONS PVT. LTD.
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/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Binayak Mohanty
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Binayak,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Somanyu Samal
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Somanyu,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
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- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

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/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Sulagnaa Pani
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Sulagnaa,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023**. You will be under probation for six months from the date of joining.

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Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

SANMINA

03 December, 2022

Mr. Kishan Kumar Maharana,
B.Tech – Information Technology,
Trident Academy of Technology, Bhubaneshwar, Odisha

Dear Kishan Kumar Maharana,

We are pleased to offer you the position of **Intern** on behalf of Sanmina Tech Services India Pvt. Ltd, MEPZ in Chennai for a period of six months from the day of joining, 04-Jan-2023.

You will be paid a consolidated stipend of INR 15,000/- per month during the internship program (6 months).

Your place of work based on business requirement will be Sanmina Tech Services India Pvt. Ltd, MEPZ in Tambaram, Chennai during the internship program.

On successful completion of your internship program, you will be absorbed as **Graduate Trainee** (permanent employment) subject to fulfilling all academic requirements as enunciated in the annexure.

You will submit the following documents (originals & photocopies) at the time of joining, failing which you will not be allowed to join and our offer of appointment ceases automatically.

a) Gazetted officer attested copies of certificates in support of your Educational and Technical Qualifications.
b) Proof for Date of Birth.
c) Photo Id Proof and Address Proof (Aadhaar card)
d) Passport copy, if available

The terms and conditions of the Graduate Trainee Program are given in the annexure.

We welcome you to our organization, and look forward to having a mutually beneficial association.

For Sanmina Tech Services India Private Limited

Isaac Patturaja G B

Manager – Human Resources

ACKNOWLEDGMENT
I accept the internship program in your letter stated above. I have gone through and also, accept the terms and conditions of internship and the Graduate Trainee Program as stated therein.

_____ Date: _____

Signature with Name

SANMINA

ANNEXURE

GRADUATE TRAINEE PROGRAM

You will be on training for a period of one year from the date of completion of your Internship Program. The training period can be extended or reduced at the discretion of the Management.

COMPENSATION

You will be paid a monthly salary of INR 31,250/- (INR 3,75,000/- annually). You will be paid in accordance with the Company's payroll practices. This annual salary will represent your cost to the company.

Salary Components	Per Month	Per Annum
Basic	₹ 12,500	₹ 150,000
House Rent Allowance (HRA)	₹ 6,250	₹ 75,000
Medical Allowance	₹ 1,250	₹ 15,000
Special Allowance	₹ 7,850	₹ 94,200
Conveyance Allowance	₹ 1,600	₹ 19,200
Net Salary INR HRIS	₹ **29,450**	₹ **353,400**
Employer's PF contribution	₹ 1,800	₹ 21,600
Gross Total Salary INR	₹ **31,250**	₹ **375,000**

Your compensation details are strictly confidential and you are expected to maintain this confidentiality.
Any breach of this confidence could result in corrective action up to and including termination.

The chief purpose of taking you as a trainee is to impart knowledge of several specialized activities. The company reserves its rights to terminate you from training without assigning any reason, without issuance of notice or stipend in lieu of notice.

Please note that upon completion of training, the company is under no obligation to consider you for employment unless confirmed in writing until which period you will be a trainee only.

SANMINA

You will be liable to be transferred for training to any of our branches, departments, associate concerns or to any other position and/or without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.

You will be subject to the standing order, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

GENERAL INFORMATION

Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and B. E Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the Sanmina Tech Services India Pvt. Ltd 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 Sanmina Tech Services India Pvt. Ltd selection guidelines.

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.

Provident Fund

You will be covered under the Employees Provident Fund Plan in accordance with the State Employees Provident Fund Act, which will take effect on your start date.

In case you are already a member, the same account will continue from Sanmina Tech Services India Pvt. Ltd.

Probationary Period

You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. You shall be deemed to be confirmed at the end of six months and no separate confirmation letter will be issued.

However, if the performance during probation is found unsatisfactory, the probationary period may be extended or in special case the employee will be terminated after consultation with senior management. Any extension of your probationary period will be submitted to you in writing. During the probationary period, the Company may terminate the employment relationship at any time by issuing one (1) month's notice or payment in lieu thereof.

SANMINA

Leave Policy

The leave policy will be provided to you upon your start date with the Company.

Work Hours

Employee work hours including breaks and lunch may vary between plants, depending on the business needs.

Sanmina Tech Services India Pvt. Ltd. typically works nine (9) hours a day, five (5) days a week. However, there may be times when you will be required to work beyond the stipulated hours of work to complete your job duties.

Code of Conduct

You are not authorized to represent the Company at any public forums, press meetings, or conferences. You are also not allowed to publish articles in newspapers or magazines unless authorized by the persons within the Company to whom you will be reporting. Any personal opinions expressed will be treated as your own and not the opinion of the Company. The Company is not responsible or liable for any claims that may arise out of such personal opinions.

If any of the information provided by you, in your application or during your interview is found to be false or incorrect, you will be subject to corrective action up to and including termination.

You will be bound by the rules and regulations declared by the Company, in relation to your conduct, corrective action, medical fitness, leave policy, holiday policy and all matters relating to terms and conditions of employment, network security and usage.

You are required to abide by all statutory laws at all times. Violation of any of these rules could result in corrective action up to and including termination.

Resignation / Termination of Service

You or the Company may terminate the employment relationship at any time by serving two (2) month's notice or payment in lieu thereof. If you are still on probation, one (1) month's notice period or payment in lieu thereof.

In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice in which case no notice pay will be payable.

Retirement

You will retire from the services of the Company on attaining the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining or subsequently will be deemed to be final and binding.

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
www.tuv.com
ID 9105029428

Dated: 16-01-2023

To,
Mr. Subham Subhrajit
Trident Group of Institutions

Dear **Subham,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
TÜVRheinland CERTIFIED
www.tuv.com
ID 9105029426

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
www.tuv.com
ID 9105029428

Total Remuneration Work Sheet

Name	: **Subham Subhrajit**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

ASCENDION

07 August 2023

LETTER OF OFFER

Dear Gayanswini,

We are pleased to extend an offer for the position of the **Associate Talent Specialist** with Ascendion Engineering Pvt. Ltd. Your anticipated start date is 07 August 2023.

Compensation details

Gross Annual Remuneration (CTC): ₹2,88,000 per annum / ₹24,000 per month. Please refer to Annexure A for a comprehensive breakdown of your salary.

First Salary Revision: Your CTC will be revised to **₹ 3,60,000 per annum/ ₹30,000 per month** and your designation will change to Talent Specialist upon successful completion of the probation period. The revision will take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Second Salary Revision: Your CTC will be revised to **₹ 4,50,000 per annum/ ₹37,500 per month** upon successful completion of one year from the date of joining, subject to applicable policies. This revision will also take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Location

You are being appointed to our Vadodara (CH2) Ascendion Engineering Pvt office. However, relocation to any of our global locations may be required based on the business needs of Ascendion Engineering Pvt. Ltd.

General Provisions

Your employment will be governed by the current and future policies, rules, and guidelines of Ascendion Engineering Pvt. Ltd. This offer letter represents an intent to make an employment proposition and will be deemed concluded only upon acceptance of appointment letter provided at the time of joining, along with the submission of all required documents to HR Team.

Kindly ensure submission of all relevant documents and successful completion of background checks and pre-employment medical tests, as your employment is contingent upon these.

The terms and conditions of your employment with Ascendion as stated in this offer of employment letter supersede any prior representations made verbally or in writing during any meetings or interviews with any Ascendion employee or representative. By signing this offer letter, you acknowledge, understand, agree and accept these terms and conditions as stated. Ascendion is not obligated to offer you any other remuneration, benefit entitlement or perquisite not stated herein.

We appreciate your decision to join Ascendion and look forward to a mutually rewarding partnership.

Best Regards,

For Ascendion Engineering Private Limited (formerly known as Collabera Services Private Limited)

Brijitha Prasanth
Senior Director - Human Resources

ASCENDION

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Gayanswini Nayak
Designation: Associate Talent Specialist
Location: Vadodara (CH2)

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	15000	180000
Bonus	1900	22800
House Rent Allowance	5300	63600
Conveyance Allowance	0	0
Education Allowance	0	0
Leave Travel Allowance	0	0
Management Allowance	0	0
GROSS SALARY (A)	**22200**	**266400**
Company's Contribution to PF	1800	21600
Company's Contribution to ESIC	0	0
TOTAL DEFERRED BENEFITS (B)	**1800**	**21600**
TOTAL CTC (A + B) = C	**24000**	**288000**
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	1800	21600
Employees' Contribution to ESIC	0	0
TOTAL EMPLOYEE DEDUCTIONS (D)	**1800**	**21600**
NET TAKE HOME (A - D)*	**20400**	**244800**

*Note:

1. **Net Take Home Salary:** Your net take-home salary will be further reduced by deductions for Professional Tax and TDS (Income Tax on Salary).
2. **Provident Fund Contribution:** In compliance with statutory requirements, the company will contribute 12% of your Basic salary to your Provident Fund account. An equal amount will be contributed by you, which will be deducted from your monthly gross salary.

I, Gayanswini Nayak Accept the Offer and Confirm to Join On

or Before : 07 August 2023

Gayanswini Nayak

Brijitha Prasanth
Senior Director – Human Resources

ASCENDION

07 August 2023

LETTER OF OFFER

Dear Saurav,

We are pleased to extend an offer for the position of the **Associate Talent Specialist** with Ascendion Engineering Pvt. Ltd. Your anticipated start date is 07 August 2023.

Compensation details

Gross Annual Remuneration (CTC): ₹2,88,000 per annum / ₹24,000 per month. Please refer to Annexure A for a comprehensive breakdown of your salary.

First Salary Revision: Your CTC will be revised to **₹ 3,60,000 per annum/ ₹30,000 per month** and your designation will change to Talent Specialist upon successful completion of the probation period. The revision will take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Second Salary Revision: Your CTC will be revised to **₹ 4,50,000 per annum/ ₹37,500 per month** upon successful completion of one year from the date of joining, subject to applicable policies. This revision will also take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Location

You are being appointed to our Vadodara (CH2) Ascendion Engineering Pvt office. However, relocation to any of our global locations may be required based on the business needs of Ascendion Engineering Pvt. Ltd.

General Provisions

Your employment will be governed by the current and future policies, rules, and guidelines of Ascendion Engineering Pvt. Ltd. This offer letter represents an intent to make an employment proposition and will be deemed concluded only upon acceptance of appointment letter provided at the time of joining, along with the submission of all required documents to HR Team.

Kindly ensure submission of all relevant documents and successful completion of background checks and pre-employment medical tests, as your employment is contingent upon these.

The terms and conditions of your employment with Ascendion as stated in this offer of employment letter supersede any prior representations made verbally or in writing during any meetings or interviews with any Ascendion employee or representative. By signing this offer letter, you acknowledge, understand, agree and accept these terms and conditions as stated. Ascendion is not obligated to offer you any other remuneration, benefit entitlement or perquisite not stated herein.

We appreciate your decision to join Ascendion and look forward to a mutually rewarding partnership.

Best Regards,

For Ascendion Engineering Private Limited (formerly known as Collabera Services Private Limited)

Brijitha Prasanth
Senior Director - Human Resources

ASCENDION

07 August 2023

LETTER OF OFFER

Dear Rajni,

We are pleased to extend an offer for the position of the **Associate Talent Specialist** with Ascendion Engineering Pvt. Ltd. Your anticipated start date is 07 August 2023.

Compensation details

Gross Annual Remuneration (CTC): ₹2,88,000 per annum / ₹24,000 per month. Please refer to Annexure A for a comprehensive breakdown of your salary.

First Salary Revision: Your CTC will be revised to **₹ 3,60,000 per annum/ ₹30,000 per month** and your designation will change to Talent Specialist upon successful completion of the probation period. The revision will take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Second Salary Revision: Your CTC will be revised to **₹ 4,50,000 per annum/ ₹37,500 per month** upon successful completion of one year from the date of joining, subject to applicable policies. This revision will also take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Location

You are being appointed to our Vadodara (CH2) Ascendion Engineering Pvt office. However, relocation to any of our global locations may be required based on the business needs of Ascendion Engineering Pvt. Ltd.

General Provisions

Your employment will be governed by the current and future policies, rules, and guidelines of Ascendion Engineering Pvt. Ltd. This offer letter represents an intent to make an employment proposition and will be deemed concluded only upon acceptance of appointment letter provided at the time of joining, along with the submission of all required documents to HR Team.

Kindly ensure submission of all relevant documents and successful completion of background checks and pre-employment medical tests, as your employment is contingent upon these.

The terms and conditions of your employment with Ascendion as stated in this offer of employment letter supersede any prior representations made verbally or in writing during any meetings or interviews with any Ascendion employee or representative. By signing this offer letter, you acknowledge, understand, agree and accept these terms and conditions as stated. Ascendion is not obligated to offer you any other remuneration, benefit entitlement or perquisite not stated herein.

We appreciate your decision to join Ascendion and look forward to a mutually rewarding partnership.

Best Regards,

For Ascendion Engineering Private Limited (formerly known as Collabera Services Private Limited)

Brijitha Prasanth
Senior Director - Human Resources

ASCENDION

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Rajni Kumari Lagori
Designation: Associate Talent Specialist
Location: Vadodara (CH2)

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	15000	180000
Bonus	1900	22800
House Rent Allowance	5300	63600
Conveyance Allowance	0	0
Education Allowance	0	0
Leave Travel Allowance	0	0
Management Allowance	0	0
GROSS SALARY (A)	**22200**	**266400**
Company's Contribution to PF	1800	21600
Company's Contribution to ESIC	0	0
TOTAL DEFERRED BENEFITS (B)	**1800**	**21600**
TOTAL CTC (A + B) = C	**24000**	**288000**
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	1800	21600
Employees' Contribution to ESIC	0	0
TOTAL EMPLOYEE DEDUCTIONS (D)	**1800**	**21600**
NET TAKE HOME (A - D)*	**20400**	**244800**

*Note:

1. **Net Take Home Salary:** Your net take-home salary will be further reduced by deductions for Professional Tax and TDS (Income Tax on Salary).
2. **Provident Fund Contribution:** In compliance with statutory requirements, the company will contribute 12% of your Basic salary to your Provident Fund account. An equal amount will be contributed by you, which will be deducted from your monthly gross salary.

I, Rajni Kumari Lagori Accept the Offer and Confirm to Join

On or Before : 07 August 2023

Rajni Kumari Lagori

Brijitha Prasanth
Senior Director – Human Resources

TPNODL/HR/2023/REC-183 Date: 04-Sep-2023

Rakesh Satapathy,
Bhubaneswar,
Odisha,
Pin-751016

Dear Rakesh Satapathy,

Sub: Offer of appointment at TP Northern Odisha Distribution (TPNODL) as "Graduate Engineer Trainee"

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of **TP Northern Odisha Distribution Limited (TPNODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Graduate Engineer Trainee

2. COMPENSATION

Your progress will be evaluated and increment in your salary will be subject toyour overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Mediclaim & Personal Accident Insurance, Group Term Life Insurance, etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

i) Your Joining will be at **Balasore**. And your place of posting shall be decided after your joining.

i) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of, which is in existence TP Northern Odisha Distribution Limited (TPNODL) as on date and which may come into existence in future, without any additional remuneration or other benefits.

ii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies of The TP Northern Odisha Distribution Limited in India or abroad as on date or to such other sister / associate Companies which may come into existencein future, and your conditions of service will be as applicable to that establishment.

6. SECRECY

You shall not at any time or times disclose, divulge or make public any of the technologies,processes, accounts, transactions, dealings, etc. of the Company whether the same may be confided or become known to you in the course of your above assignment or otherwise.

7. PROBATION

You will be on probation for a period of one year from the date of joining during which yourperformance, conduct and such other traits will be closely monitored. You will be confirmedin your service on successful completion of your training based on your performance and such other attributes being found satisfactory and you are intimated to that effect in writing.

8. TERMINATION OF SERVICE

During probation period, your services are terminable with **One Month's** notice or salary inlieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. RULES & REGULATIONS

During your employment, you will be governed by the policies, rules, regulations of serviceand orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

10. MEDICAL FITNESS

Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

11. REFERENCE CHECK

Your appointment and/or continuance in the employment is contingent upon successful completion of positive reference check & background verification from all your previous employers. Your appointment will be terminated without any further notice if adverse feedback is received during reference check & background verification post your joining.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

An ISO 9001:2005 Company
AVETI LEARNING PVT. LTD.
Corporate Office – 3rd Floor/301 Tower-A, O-Hub, Sez Rd
Chandaka Industrial Estate, Bhubaneswar, Odisha 751024, India
PH: 9853804376, 7894040641
CIN: U809040R2017PTC026703
sushant@shikhya.org; www.avetilearnig.com

Mr. Ashesh Kumar Swain
Plot No - 599/6400, Samei Gadia, Rasulgarh
Near Shiva English Medium School, Bhubaneswar
Khorda, Orissa - 751010

Sub: Offer to join as Business Development Executive at Aveti Learning Pvt. Ltd.

Dear Ashesh,

We are pleased to extend an offer to you for the post of **Business Development Executive** at **Aveti Learning Pvt. Ltd.**

Position :	**Business Development Executive**
Probation Period :	3 months
Compensation Offered :	INR 12000 per month (TDS will be deducted as per norms)

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the company by giving One (1) month notice to the Company and vice versa.

We welcome you to join the company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.
If you have any question, please clarify from the undersigned.

With regards,
Sushant Kumar Mahapatra

Director & Co-Founder
Aveti Learning Pvt. Ltd.

Acceptance:
I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

Name:_____ Signature:_____
Address:_____ Date:_____

bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Ms.Simran Nayak

D/O Priyabrata Nayak

CL-30,V.S.S Nagar,Saheednagar,

Khordha,Odisha-751007

nsimran456@gmail.com

Contact No- 637-1394-393

Dear Simran,

RE: OFFER FOR THE POSITION OF **Support Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

a) Certified true copies of your education/professional qualifications.
b) PAN Card Original & Photocopy
c) Aadhar Card Original & Photocopy

PROBATION:

You will be on probation for a period of six months from the date of joining. Upon successful completion of the probation, your employment will be confirmed in the permanent roll of the company.

DRESS CODE:
Monday White formal & Saturday Black,Employees are expected to dress appropriately as per The occasion.

bookingjini

HOURSE OF WORK:
A normal work week comprises six days(Monday to Saturday).Normal working hours are 48 hours per week excluding break.

TERMINATION:

1 Your employment with the company within your confirmation period can be terminated on notice by either side. The notice period is one month at your level during this period.

2. Your employment with the company after your confirmation can be terminated on notice by either side. The notice period is two months at your Level.

3. The company alone, at its discretion may opt to make/accept payment in lieu of notice period which will be calculated based on the monthly gross salary.

4. In the event the employment termination by Bookingjini for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.

On joining, you may please meet **Ms.Sagarika Patra** On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties.

Your initial posting will be in **Bhubaneswar** however you may be transferred to any other office locations of Bookingjini in India or abroad.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Thanking You
Yours Faithfully
For Bookingjini Labs Private Ltd

I ACCEPT

Signing Authority

bookingjini

SALARY ANNEXURE

Particular		Amount in INR	
		Per Annum	Per Month
1	Basic Salary	18,000	1,500
2	HRA	1,800	150
3	Special Allowances	14,006	1,167
4	Conveyance Allowance & Medical Reimbursement	120,508	10,042
6	Gratuity	866	72
5	**Sum**	**155,180**	**12,932**
7	PF - Employee's Contribution	2,160	180
8	PF - Employer's Contribution	2,160	180
9	Professional Tax	2,500	208
10	**Total Fixed Salary**	**162,000**	**13,500**
11	Variable Salary	18,000	1,500
12	**Cost To Company**	**180,000**	**15,000**

Date : 16-Jun-2023

OFFER LETTER

Dear **Ms. Madhusmita Nayak**
Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**11-Jul-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **11-Jul-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
81/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Doli Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66340069

CIN No. U29193MH2002PTC136105

+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Madhusmita Nayak** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **11-Jul-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**20500**
House Rent Allowance		**4100**
Sub Total A		**24600**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5330**
Sub Total B1		**5330**
Gratuity****		**1010**
Sub Total C		**1010**
Total Salary Package (A+B+B1+C)		**30940**
Total Salary Package Per Annum		**371280**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**29780**	**357360**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
61/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, "Dalamal Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel : 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Date : 16-Jun-2023

OFFER LETTER

Dear **Mr. Amit Kumar Swain**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**11-Jul-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **11-Jul-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
81/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41646600 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Ooti Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29199MH2002PTC136106
Connect +91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Amit Kumar Swain** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **11-Jul-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**20500**
House Rent Allowance		**4100**
Sub Total A		**24600**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5330**
Sub Total B1		**5330**
Gratuity****		**1010**
Sub Total C		**1010**
Total Salary Package (A+B+B1+C)		**30940**
Total Salary Package Per Annum		**371280**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**29780**	**357360**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
61/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
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Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136106
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Date : 04-Mar-2023

OFFER LETTER

Dear **Mr. Rohan Acharjya**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**20-Jun-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **20-Jun-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Dalamal Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108

+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Rohan Acharjya** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **20-Jun-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**21600**
Advance Statuary Bonus		**4004**
Sub Total A		**25604**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5586**
Sub Total B1		**5586**
Gratuity****		**1039**
Sub Total C		**1039**
Total Salary Package (A+B+B1+C)		**32229**
Total Salary Package Per Annum		**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
61/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
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Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108

Contact us +91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Date : 16-Jun-2023

OFFER LETTER

Dear **Mr. Sameer Padhy**
Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**01-Aug-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **01-Aug-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
61/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
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www.ceasefire.in | SMS : Fire to 53030

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602, "Dalamal Chambers", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136166
Contact Centre +91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Sameer Padhy** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **01-Aug-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**20500**
House Rent Allowance		**4100**
Sub Total A		**24600**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5330**
Sub Total B1		**5330**
Gratuity****		**1010**
Sub Total C		**1010**
Total Salary Package (A+B+B1+C)		**30940**
Total Salary Package Per Annum		**371280**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**29780**	**357360**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
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Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29199MH2002PTC136108

Contact Centre +91 9540 666 666 +91 1800 120 3473 +91 120 4223473

Date : 16-Jun-2023

OFFER LETTER

Dear **Mr. Gulshan Kumar Chandra**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**11-Jul-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MULUND (THANE)**
Location	:	**MULUND (THANE)**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MULUND (THANE)**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **11-Jul-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Doli Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29190MH2002PTC136106
+91 9540 666 666
+91 1600 120 3473
+91 120 4223473

Annexure - A

NAME : **Gulshan Kumar Chandra** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **11-Jul-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**20500**
House Rent Allowance		**4100**
Sub Total A		**24600**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5330**
Sub Total B1		**5330**
Gratuity****		**1010**
Sub Total C		**1010**
Total Salary Package (A+B+B1+C)		**30940**
Total Salary Package Per Annum		**371280**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**29780**	**357360**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Date : 04-Mar-2023

OFFER LETTER

Dear **Mr. Kartick Chandra Dutta**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**20-Jun-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **20-Jun-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
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Registered Office :
602, 'Doli Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-65349069

CIN No. U29193MH2002PTC136108
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Karthick Chandra Dutta** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **20-Jun-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**21600**
Advance Statuary Bonus		**4004**
Sub Total A		**25604**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5586**
Sub Total B1		**5586**
Gratuity****		**1039**
Sub Total C		**1039**
Total Salary Package (A+B+B1+C)		**32229**
Total Salary Package Per Annum		**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
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Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Date : 16-Jun-2023

OFFER LETTER

Dear **Ms. Madhurima Mahala**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**01-Aug-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **01-Aug-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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CIN No. U29193MH2002PTC136106

+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Madhurima Mahala** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **01-Aug-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**20500**
House Rent Allowance		**4100**
Sub Total A		**24600**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5330**
Sub Total B1		**5330**
Gratuity****		**1010**
Sub Total C		**1010**
Total Salary Package (A+B+B1+C)		**30940**
Total Salary Package Per Annum		**371280**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**29780**	**357360**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Dalamal Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

GD Research Center

Strictly Private and Confidential

Date: 04 October 2022

To,
Ashutosh Pradhan
Hyderabad

Dear Ashutosh Pradhan,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited,** Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Associate Analyst**. Your employment start date is **10-Oct-2022.** Your annual emoluments will be **Rs.385483 (Rupees Three Lakhs Eighty Five Thousand Four Hundred Eighty Three Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. **Working Hours:-**
   Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. **Leaves :-**
   You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

6. **Performance Appraisals :-**
   Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

   You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. **Probation and Notice Period:-** (depending on designation)
   Employees at the level of **Associate Analyst** will be on probation for a period of six months. During this time the notice period will be **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof, as agreed and if approved by Director.

8. **Provident Fund:-**
   You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952.The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. **Medical Scheme:-**
   You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

10. **Gratuity:-**
    Applicable as per the Government Regulation.

11. **Income Tax:-**
    Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

12. **Customary Bonus:-**
    The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

GD Research Center

Annexure "A"

Date: 04 October 2022

Name: Ashutosh Pradhan
Designation: Associate Analyst

Compensation details with effect from **10-Oct-22** are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	114000	9500	Base Pay
HRA	95000	7917	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	21600	1800	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	26600	2217	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	66000	5500	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized Allowance Pool**	22600	1883	
Gross Compensation	**380000**	**31667**	
Gratuity @ 4.81% on Base Salary	5483	457	Paid as per Gratuity Act.
TOTAL CTC	**385483**	**32124**	Cost to Company

**** Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.***

***** Special Allowance/Customized Allowance Pool***

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized Allowance Pool)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

*** Special allowance/Customized allowance pool components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.*

Yours sincerely

Praveen Kumar Chanda
Head - Human Resources, APAC

Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

Candidate's Signature

Date:

Place:

ICICI Lombard
Nibhaye Vaade

Date: 07/14/2023

Nitish Nayak
Pattamundai, Kendrapara,
Odisha - 754215.

Dear **Nitish Nayak**,

Subject: **Letter of Appointment**

With reference to your acceptance of the offer of appointment dated **07/14/2023**, we are pleased to appoint you in the services of ICICI Lombard General Insurance Company Limited on the terms and conditions detailed in this letter.

You will be designated as **Unit Sales Manager - Agency** in Grade **VB** and your initial posting will be at location **Pune Pimpri** in **SME Agency** vertical.

The present designation is subject to change depending upon work assignment from time to time.

Your appointment in the company is subject to transfer to any of the job/office locations of the Company at its discretion.

You will be governed by the terms and conditions including but not limited to those contained in Annexure I to this letter and the policies and practices prevalent and adopted by the company from time to time.

Details of your compensation structure are mentioned in Annexure II to this letter.

Your compensation can be restructured at any time protecting the gross salary

Please sign and send us the duplicate copy of this letter with annexure as a token of your acceptance of the appointment.

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

Yours Sincerely,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

Encl: Annexure – I
Annexure - II

ICICI Lombard
Nibhaye Vaade

Annexure I

1. PROBATION / CONFIRMATION

1.01 You will be on probation till 01/14/2024 or such extended period as may be decided by the Company, based on your satisfactory performance during the probation period.

1.02 On satisfactory completion of the probation period, including that of extended period, if any, your services will be confirmed in writing. Unless and until confirmed in writing by the Company, you will be deemed to be on probation.

2. PLACE OF WORK

2.01 Your initial posting will be as mentioned in the letter of appointment. The Company shall have the right to transfer your services to any of its departments / offices / job locations or depute your services to any of its sister concerns or group entities as the Company deems fit and proper. In case of such transfer/deputation, the terms and conditions of your employment including the gross salary and benefits etc. as stated elsewhere in this letter will continue to remain applicable.

3. MEDICAL FITNESS

3.01 Your appointment and your continuation in employment is subject to your medical fitness for employment in accordance with the prevailing standards set by the Company. The Company will have the right to get you examined/re-examined by its recognized Medical Practitioner(s), whose findings and opinion shall be considered final and binding to this effect.

4. CONFIDENTIALITY

4.01 During the course of or consequent to cessation your employment, you will not divulge or part any confidential information which you possessed or acquired during your employment with any person including but not limited to any individual or entity whether internal or external to the organization. Confidential information would mean and include your personal employment details such as your compensation, rating, increment, hierarchy etc. and organization details such as structures, strategies, forms, procedures, means and methods devised or deployed by the company in its function and/or operation.

5. TERMINATION OF SERVICE

5.01. In case particulars mentioned in your application are found false, not authentic or without documentary proof to the satisfaction of management, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

5.02 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice and you will lose lien on the job unless you :
· Return to work within 8 days from the commencement of such absence, and
· Give an explanation to the satisfaction of the Management regarding such absence.

ICICI Lombard
Nibhaye Vaade

5.03 During probation, the Company may terminate your services at its discretion without assigning any reason thereof with 45 (forty-five) days prior notice or payment of a sum equivalent to your 45 (forty-five) days salary/remuneration in lieu of the notice period. In case you decide to leave services of the Company during the probation period, you will be required to serve 45(forty-five) days prior notice to the Company or will pay an amount equivalent to 45 (forty-five) days salary/remuneration in lieu thereof.

5.04 Consequent to confirmation, the company may terminate your services by serving 3 (three) months' prior notice or on payment of an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof. In case you decide to leave services of the Company consequent to confirmation, you will be required to serve 3 (three) months' prior notice to the Company or will pay an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof.

5.05 This appointment is being made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or misleading or if any material information is detected by us to have been misrepresented, concealed or suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the Company will have the right to terminate your services at any time without notice.

5.06 With effect of the above and consequent to cessation of your employment you will be liable to duly handover all the assets of the Company under your possession and all the authorities in the form of Letter of Authority, Power of Attorney etc. to the person nominated by the Company for the purpose. Besides, you will also be liable to duly handover your work responsibilities and all the information in the form of knowledge, communication, document etc. pertaining to the works delivered or under progress to the person so nominated by the Company.

6. GENERAL

6.01 Being under employment of the Company, you will adhere to/abide by/subject to the Policies, Guidelines, Practices, Processes and Procedures prevalent or adopted by the Company from time to time including the Information Technology Security policy of the Company.

6.02 You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss or damage of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

6.03 During the course of your employment in the Company, you will not

- Carry out any other business or profession, or
- Get employed by or engaged with any other firm, company or individual, or
- Enter into the services of any entity

For any part of your time, in any form, manner or capacity whatsoever either for profit or otherwise unless with a written consent and approval from the Company through the officer designated and authorized for the purpose.

ICICI Lombard
Nibhaye Vaade

6.04 During the course of your employment in the Company or in the event of cessation of your services due to any reason whatsoever, you shall not directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment/engagement with the Company to join the services of your new employer/firm/company or any other competitor of the company.

6.05 In the event of cessation of your services, due to any reason whatsoever, you shall not join any entity engaged into the business of general insurance, for a period of six months' from the date of such cessation.

6.06 During the course of your services with the Company, you cannot join or be related directly or indirectly to any anti-social outfits or of any outfit which in the opinion of the Government is anti-national.

6.07 While joining the services of the Company and during the subsistence of your employment with the Company, you shall be required to immediately notify the Company with the details of criminal case(s) instituted against you or pending in any Court of Law or any complaint(s)/show cause notice(s) /prosecution(s) by the Police or any other law enforcement agency or by any statutory authority. You will also notify the Company about proceedings and outcome of such Complaint(s) such as filing of Charge sheet / Arrest / Conviction / Acquittal / Discharge etc.

6.08 Company expects resolution of issue(s) relating to your employment, if any, within the framework of the Company internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Any attempt to bring any outside influence - directly or indirectly-upon any authority to further your interest/s in respect of matters pertaining to your services with the Company would amount to breach of employment contract leading to initiation of appropriate action.

6.09 Any act in contravention of the terms herein or any terms or condition relating to your employment in the Company embodied elsewhere including but not limited to the Policies, Guidelines, Rules, Processes, and Procedures or Practices whatsoever would be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action against you.

6.10 In the event of any misconduct, the Company reserves the right to take appropriate disciplinary action as it may deem fit.

6.11 During the course of your services with the Company, you will not take part in any demonstration/agitation against the Company and its official(s) for or on behalf of any external bodies/political outfits - either as a member or as a sympathizer to the cause or the entity.

6.12 You shall intimate in writing to the Company any change of your address within a week's time from the date of such change, failing which any communication sent on your last recorded address shall be deemed to have been served upon you.

ICICI Lombard
Nibhaye Vaade

6.13 Your appointment and your continuation in employment is subject to the receipt of satisfactory report by the Company from the references given by you.

6.14 You will be required to submit necessary certificates in support of your educational/professional qualification, experience and other testimonials including the relieving letter from your last employer (In case you are/were employed).

7. RETIREMENT

7.01 You will automatically retire from the service of the company on attaining the superannuation age of 58 years. Your age mentioned in the birth/school certificates will be deemed to be the conclusive proof of your date of birth.

Yours Faithfully,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

ICICI Lombard
Nibhaye Vaade

ANNEXURE II

Compensation Heads	Rs. per Annum	Rs per Month
Mobile Limit	700	-
Statutory Bonus	16,800	1,400
Conveyance Reimbursement	0	0
Personal Pay	230,526	19,210
Base Pay	121,500	10,125
ESIC (Employer)	0	0
Telephone Reimbursement	0	0
Provident Fund Contribution	14,580	1,215
LTA	0	0
Gratuity	5,844	487
HRA	60,750	5,062
Total	450,000	37,500

• Company contribution towards Provident Fund, Gratuity, ESIC and/or any other statutory benefit is in accordance with the applicable laws.
• Performance appraisal bonus, as per policies and conditions prevalent.
• The above mentioned gross fixed salary does not include Mobile and Business travel conveyance expenses as well as Health insurance, Life Insurance and Group (Personal) Accident Insurance (which would be applicable as per the prevalent Schemes of the Company).

Yours' Faithfully,
For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

ACCEPTANCE

I hereby accept the terms and conditions as mentioned in the letter.

Date: **Name:**

Place: **Signature:**

ICICI Lombard
Nibhaye Vaade

Date: 07/14/2023
Debashish Sahu
Sector - 2, Dwarka
Delhi - 110075.

Dear **Debashish Sahu**,

Subject: **Letter of Appointment**

With reference to your acceptance of the offer of appointment dated **07/14/2023**, we are pleased to appoint you in the services of ICICI Lombard General Insurance Company Limited on the terms and conditions detailed in this letter.

You will be designated as **Unit Sales Manager - Agency** in Grade **VB** and your initial posting will be at location **Pune Pimpri** in **SME Agency** vertical.

The present designation is subject to change depending upon work assignment from time to time.

Your appointment in the company is subject to transfer to any of the job/office locations of the Company at its discretion.

You will be governed by the terms and conditions including but not limited to those contained in Annexure I to this letter and the policies and practices prevalent and adopted by the company from time to time.

Details of your compensation structure are mentioned in Annexure II to this letter.

Your compensation can be restructured at any time protecting the gross salary

Please sign and send us the duplicate copy of this letter with annexure as a token of your acceptance of the appointment.

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

Yours Sincerely,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

Encl: Annexure – I
Annexure - II

ICICI Lombard
Nibhaye Vaade

Annexure I

1. PROBATION / CONFIRMATION

1.01 You will be on probation till 01/14/2024 or such extended period as may be decided by the Company, based on your satisfactory performance during the probation period.

1.02 On satisfactory completion of the probation period, including that of extended period, if any, your services will be confirmed in writing. Unless and until confirmed in writing by the Company, you will be deemed to be on probation.

2. PLACE OF WORK

2.01 Your initial posting will be as mentioned in the letter of appointment. The Company shall have the right to transfer your services to any of its departments / offices / job locations or depute your services to any of its sister concerns or group entities as the Company deems fit and proper. In case of such transfer/deputation, the terms and conditions of your employment including the gross salary and benefits etc. as stated elsewhere in this letter will continue to remain applicable.

3. MEDICAL FITNESS

3.01 Your appointment and your continuation in employment is subject to your medical fitness for employment in accordance with the prevailing standards set by the Company. The Company will have the right to get you examined/re-examined by its recognized Medical Practitioner(s), whose findings and opinion shall be considered final and binding to this effect.

4. CONFIDENTIALITY

4.01 During the course of or consequent to cessation your employment, you will not divulge or part any confidential information which you possessed or acquired during your employment with any person including but not limited to any individual or entity whether internal or external to the organization. Confidential information would mean and include your personal employment details such as your compensation, rating, increment, hierarchy etc. and organization details such as structures, strategies, forms, procedures, means and methods devised or deployed by the company in its function and/or operation.

5. TERMINATION OF SERVICE

5.01. In case particulars mentioned in your application are found false, not authentic or without documentary proof to the satisfaction of management, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

5.02 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice and you will lose lien on the job unless you :
- Return to work within 8 days from the commencement of such absence, and
- Give an explanation to the satisfaction of the Management regarding such absence.

5.03 During probation, the Company may terminate your services at its discretion without assigning any reason thereof with 45 (forty-five) days prior notice or payment of a sum equivalent to your 45 (forty-five) days salary/remuneration in lieu of the notice period. In case you decide to leave services of the Company during the probation period, you will be required to serve 45(forty-five) days prior notice to the Company or will pay an amount equivalent to 45 (forty-five) days salary/remuneration in lieu thereof.

5.04 Consequent to confirmation, the company may terminate your services by serving 3 (three) months' prior notice or on payment of an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof. In case you decide to leave services of the Company consequent to confirmation, you will be required to serve 3 (three) months' prior notice to the Company or will pay an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof.

5.05 This appointment is being made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or misleading or if any material information is detected by us to have been misrepresented, concealed or suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the Company will have the right to terminate your services at any time without notice.

5.06 With effect of the above and consequent to cessation of your employment you will be liable to duly handover all the assets of the Company under your possession and all the authorities in the form of Letter of Authority, Power of Attorney etc. to the person nominated by the Company for the purpose. Besides, you will also be liable to duly handover your work responsibilities and all the information in the form of knowledge, communication, document etc. pertaining to the works delivered or under progress to the person so nominated by the Company.

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6.02 You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss or damage of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

6.03 During the course of your employment in the Company, you will not

- Carry out any other business or profession, or
- Get employed by or engaged with any other firm, company or individual, or
- Enter into the services of any entity

For any part of your time, in any form, manner or capacity whatsoever either for profit or otherwise unless with a written consent and approval from the Company through the officer designated and authorized for the purpose.

ICICI Lombard
Nibhaye Vaade

6.04 During the course of your employment in the Company or in the event of cessation of your services due to any reason whatsoever, you shall not directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment/engagement with the Company to join the services of your new employer/firm/company or any other competitor of the company.

6.05 In the event of cessation of your services, due to any reason whatsoever, you shall not join any entity engaged into the business of general insurance, for a period of six months' from the date of such cessation.

6.06 During the course of your services with the Company, you cannot join or be related directly or indirectly to any anti-social outfits or of any outfit which in the opinion of the Government is anti-national.

6.07 While joining the services of the Company and during the subsistence of your employment with the Company, you shall be required to immediately notify the Company with the details of criminal case(s) instituted against you or pending in any Court of Law or any complaint(s)/show cause notice(s) /prosecution(s) by the Police or any other law enforcement agency or by any statutory authority. You will also notify the Company about proceedings and outcome of such Complaint(s) such as filing of Charge sheet / Arrest / Conviction / Acquittal / Discharge etc.

6.08 Company expects resolution of issue(s) relating to your employment, if any, within the framework of the Company internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Any attempt to bring any outside influence - directly or indirectly-upon any authority to further your interest/s in respect of matters pertaining to your services with the Company would amount to breach of employment contract leading to initiation of appropriate action.

6.09 Any act in contravention of the terms herein or any terms or condition relating to your employment in the Company embodied elsewhere including but not limited to the Policies, Guidelines, Rules, Processes, and Procedures or Practices whatsoever would be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action against you.

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ICICI Lombard
Nibhaye Vaade

6.13 Your appointment and your continuation in employment is subject to the receipt of satisfactory report by the Company from the references given by you.

6.14 You will be required to submit necessary certificates in support of your educational/professional qualification, experience and other testimonials including the relieving letter from your last employer (In case you are/were employed).

7. RETIREMENT

7.01 You will automatically retire from the service of the company on attaining the superannuation age of 58 years. Your age mentioned in the birth/school certificates will be deemed to be the conclusive proof of your date of birth.

Yours Faithfully,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

ICICI Lombard
Nibhaye Vaade

ANNEXURE II

Compensation Heads	Rs. per Annum	Rs per Month
Mobile Limit	700	-
Statutory Bonus	16,800	1,400
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Personal Pay	230,526	19,210
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ESIC (Employer)	0	0
Telephone Reimbursement	0	0
Provident Fund Contribution	14,580	1,215
LTA	0	0
Gratuity	5,844	487
HRA	60,750	5,062
Total	450,000	37,500

- Company contribution towards Provident Fund, Gratuity, ESIC and/or any other statutory benefit is in accordance with the applicable laws.
- Performance appraisal bonus, as per policies and conditions prevalent.
- The above mentioned gross fixed salary does not include Mobile and Business travel conveyance expenses as well as Health insurance, Life Insurance and Group (Personal) Accident Insurance (which would be applicable as per the prevalent Schemes of the Company).

Yours' Faithfully,
For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

ACCEPTANCE

I hereby accept the terms and conditions as mentioned in the letter.

Date: **Name:**

Place: **Signature:**

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Letter of Intent-Final Placement

Date: January 13, 2023

Dear Ashish Kumar Biswal,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

Position-Executive–Client Servicing (FSF)
CTC- 4,00,000/-LPA
Location–Pan India

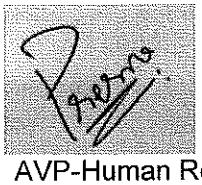
An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Prerna Haleja



AVP-Human Resources

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Documents required for issuing the offer letter

We request you to send the below listed documents at somya.mathur@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card*(Please apply if you do not possess one and share acknowledgement with us)*
2. Aadhar Card *(Please apply if you do not possess one and share acknowledgement with us)*
3. Valid Driving License and 2-Wheeler RC
4. 10thMarksheet
5. 12thMarksheet
6. All semester wise marksheet for Graduation *(in case of any backlog, please share all marksheets)*
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms. Somya Mathur@9889065631.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Ashish Kumar Biswal
15-01-2023

IndiaMART InterMESH Ltd.
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Tower 2, Floor No.6, Sector - 135, Noida,UP
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E: customercare@indiamart.com
Website: www.indiamart.com

Letter of Intent-Final Placement

Date: January 13, 2023

Dear Bhargavi Dash,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

Position-Executive–Client Servicing (FSF)
CTC- 4,00,000/-LPA
Location–Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Prerna Haleja

AVP-Human Resources

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
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Should you have any queries, please feel free to contact Ms. Somya Mathur@9889065631.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Bhargavi Dash
15-01-2023

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Letter of Intent-Final Placement

Date: January 13, 2023

Dear Deepak Kumar Dash,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

Position-Executive–Client Servicing (FSF)
CTC- 4,00,000/-LPA
Location–Pan India

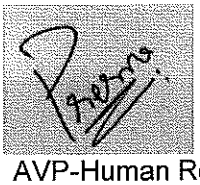
An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Prerna Haleja



AVP-Human Resources

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Should you have any queries, please feel free to contact Ms. Somya Mathur@9889065631.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Deepak Kumar Dash
15-01-2023

TRIDENT

Powered by Google

Trident Group Placements <trident.placement@tat.ac.in>

Fwd: Campus recruitment drive - Bhubaneswar

1 message

Debashish Sahu <debashishsahu95@gmail.com> Tue, Jul 2, 2024 at 4:42 PM
To: Trident Group Placements <trident.placement@tat.ac.in>

---------- Forwarded message ---------
From: **Rutuja Gaikwad** <rutuja.gaikwad@rdcconcrete.com>
Date: Wed, 8 Feb 2023, 6:52 pm
Subject: Campus recruitment drive - Bhubaneswar
To: <debashishsahu95@gmail.com>
Cc: Trident Placement <trplacement@tat.ac.in>

Dear Debasish,

You have been selected for our Management Trainee scheme from the interview conducted at Trident Institute, Bhubaneswar. Heartiest Congratulations. We look forward to joining the RDClian Family. We will inform you about your joining details in May 2023 Probable date would be July to September. Exact date will be intimated later.

You will be paid a stipend of **Rs. 25000/- per month + Retention Bonus of Rs. 1Lakh (Rs.1 Lakh will be paid at the end of successful completion of training for a period of 1 year)** There is no deduction from this amount except profession tax of Rs 200/- per month

Please confirm your acceptance of this offer. If no reply is received by 15th February 2023, the offer will stand withdrawn automatically.

Note: You have to complete"minimum" 1 month pre-placement training with us in our ready mix plant assigned to you. It is compulsory for everyone. This training can be done in June or July months as formal joining will happen in Aug/Sep

During this period of training you will be paid pocket expenses of Rs 10000/- month (All inclusive). In case you do not do this pre-placement training, you will not receive a formal Employment letter.

We will contact you again in May 2023 to ascertain your preferred location for pre placement training.

Best wishes

--
Thanks & Regards,

Rutuja Gaikwad
Team - HR

M: 86579 40540

P: 022 67896726

RDC concrete (India) Pvt Ltd, Mumbai - HO 701, ThaneOne Corporate IT Park, Next to Tatvagyan Vidyapeeth, Ghodbunder Road, Thane (West), 400 610

RDC Concrete
We Promise We Deliver

www.rdcconcrete.com

Follow Us on: Facebook | LinkedIn | YouTube

Do Write to:

customercare@rdcconcreteindia.com : For Queries / Complaints / Technical Information, related to our products & services

sales@rdcconcreteindia.com: For Sales Inquiries / Customised Product requirements / Concrete Orders

Disclaimer:

This email or attachments may contain confidential information and is intended solely for the use of the named addressee. If you are not the intended recipient, please notify the sender by reply e-mail and delete it from your system and you are prohibited from disclosing, copying, distributing or taking any action in reliance on the contents of this mail. No representation is made that this email or its attachments are free of viruses. Virus scanning is recommended and is the responsibility of the recipient. RDC Concrete (India) Pvt Ltd. accepts no liability for any damage caused by any virus transmitted by this email.

Visit us at http://www.rdcconcrete.com
CIN: U74999MH1993PTC172842

Utkarsh Small Finance Bank

Offer of Appointment

June 03rd, 2023

Dear Mr. Raunak Jena

Trident Group of Institutions

Offer from Utkarsh Small Finance Bank Ltd. For the Post of Customer Service Officer- Liabilities

We are glad to offer you the position of **Customer Service Officer- Liabilities** in the grade of **Senior Executive**. Your initial place of posting will be **Baramunda- GB, East Zone**. The allocation of work will depend on the basis of organizational requirement, from time to time.

Your employment with the Bank shall:

- commence from the date of joining.
- be subject to completion of your Post Graduate Program.
- be confirmed after the successful completion of minimum 6 months' Probation Period.

The CTC details is attached as **Annexure- 1.**

Other Benefits:

- Leave
- Medical Insurance (As per policy of the company)
- Term Insurance (As per policy of the company)
- Other Benefits/Facilities as applicable to the offered position and grade.

Please note that breakup of salary structure may be reviewed and there may be some change in the component of salary. However, it will be ensured that there is no negative impact on the overall CTC.

Your joining will be followed by a comprehensive Training Program in which you will be undergoing different aspects of banking and domain skills related to your job profile. The details and duration of the same will be shared with you separately.

Utkarsh Small Finance Bank

JOINING FORMALITIES

Following documents will be required to complete the joining formalities at the time of joining the Bank.

- 5 recent passport size white background photographs.
- Photo copy of PAN. (Original to be produced for verification)
- Photo copy of Aadhar card. (Original to be produced for verification)
- Photocopy of all education certificates and mark sheets (10^{th} onwards). (Original to be produced for verification)
- Indemnity Bond (if applicable)

Please note that we will not be able to process your joining if the above documents are not presented/deposited at the time of joining. In such case your joining will be delayed.

Please feel free to contact for any clarifications.

Thanks & Regards

For UTKARSH SMALL FINANCE BANK Ltd.

Shikha Dutta

Deputy Vice President- HR & Training

Utkarsh Small Finance Bank

Name- Mr. Raunak Jena

Grade- Senior Executive

Annexure I:

Salary Components	₹ Per Annum	₹ Per Month
Basic Salary	110,400	9,200
Medical Allowance	9,000	750
Fuel Allowance	18,000	1,500
Statutory Bonus	24,240	2,020
Other Allowance	60,132	5,011
Gross Salary	**221,772**	**18,481**
Employer PF	21,600	1,800
Employer Gratuity	5,308	442
Total Fixed CTC	**248,680**	**20,723**
Average Performance based Annual Bonus*	18,564	1,547
Mediclaim Benefits Coverage	7,764	647
Total Cost to Company	**275,008**	**22,917**

"Please note that the break-up of salary structure may be reviewed and there may be change in the components. However, it will be ensured that there is no negative impact on the overall CTC".

*Based on performance actual amount may vary

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Ankit Kumar Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Kumar Chinmaya Chandrakanta Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

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A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Manoj Kumar Sahoo,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

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A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Suraj Kumar Bhoi,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Chandan Kumar Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Chaitanya Lakra,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Chinmay Sahoo,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

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Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Rudreswar Rana,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Shakti Sankar Behera,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Sourav Behuria,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

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Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Kiran Kumar Swain,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

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4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Abinash Sahu,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

H.T. LOGICS PVT. LTD.

we design your imaginations

Date: January 16th, 2023

Ms. Nivedita Bala,
Trident Academy of Technology
Bhubaneswar

Dear Nivedita Bala,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **HT LOGICS PVT. LTD.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Chandigarh. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 10,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 1.5 Lakh to 3 Lakh CTC in Year as a Salary Package depending on the performance during Training period.

As Organization will be giving paid training to you, therefore you are required to sign an **Employment Bond of INR 50,000/-** (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of **24 months** starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **20th Jan 2023.**

Yours sincerely,

Sanjeev Kapil

I, **Nivedita Bala**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

SCO 88 – D, City Heart, Sector 125, Greater Mohali. Punjab.
URL: www.htlogics.com, Email: sanjeev@htlogics.com, Contact: +91-9882-000097, +91-9646-594291

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

Date: 29th December 2022

Dear Debasish Tarai,

PAN No - Bhubaneswar,

India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 4,10,000**(Rupees Four Lakhs Ten Thousand Only). A detailed component wise break up is attached in Annexure- 1.

We would appreciate it if you can start work with us on or before **9th January 2023** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT LTD BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **DEBASISH TARAI**

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 09th January 2023

Name	**Debasish Tarai**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**31,250.00**	**375,000.00**
Salary Stack up		
Basic (50% of CTC)	15,625.00	187,500.00
HRA (40% of Basic)	6,250.00	75,000.00
Medical	1250.00	15,000.00
Conveyance	1600.00	19,200.00
LTA	1302.00	15,625.00
PF Employee Contribution	1800.00	21,600.00
Special Allowance	1622.92	19,475.00
Monthly Gross (A)	**29,450.00**	**353,400.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	1,800.00	46,600.00
Salary (A+B)	**31,250.00**	**400,000.00**
Annual performance Bonus		10,000.00
Annual CTC		**410,000.00**

I accept.

DEBASISH TARAI

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Date: 29th December 2022

Dear Anshuman Das,

PAN No - Bhubaneswar,

India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 4,10,000**(Rupees Four Lakhs Ten Thousand Only)**.** A detailed component wise break up is attached in Annexure- 1.

We would appreciate it if you can start work with us on or before **9th January 2023** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT LTD BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **ANSHUMAN DAS**

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 09th January 2023

Name	**Anshuman Das**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**31,250.00**	**375,000.00**
Salary Stack up		
Basic (50% of CTC)	15,625.00	187,500.00
HRA (40% of Basic)	6,250.00	75,000.00
Medical	1250.00	15,000.00
Conveyance	1600.00	19,200.00
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Special Allowance	1622.92	19,475.00
Monthly Gross (A)	**29,450.00**	**353,400.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	1,800.00	46,600.00
Salary (A+B)	**31,250.00**	**400,000.00**
Annual performance Bonus		10,000.00
Annual CTC		**410,000.00**

I accept.

ANSHUMAN DAS

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Ipsita Beura,
Address: D/O- Deba Kalyan Beura,
Plot No- A-1049/3083, Lane- 3, Satabdi Nagar,
Baramunda, Odisha,
Pin code- 751003

Date: 01/02/2023

Dear Ipsita,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Ipsita Beura** Sign:
Date:
Place:

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 27-Jul-2023

To,
Mr. Baliya SAhu,
S/O Mr. Amarjit Sahu,
Jharpada, Bhubaneswar,
Khorda -751006, Odisha

Dear **Mr. Baliya Sahu,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai** Office, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **01-Aug-2023** and you are requested to join on or before **01-Aug-2023.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

FSS
POWERING PAYMENTS
Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Siruseri, Navalur, Chennai, TN - 603 103, India
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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Baliya Sahu**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Baliya Sahu**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 27-Jul-2023

To,
Mr. Bikash Sahoo,
S/O Mr. Rajesh Sahoo,
Nazarpur, Jagatpur
Cuttack -754021,Odisha

Dear **Mr. Bikash Sahoo,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai** Office, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **01-Aug-2023** and you are requested to join on or before **01-Aug-2023.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Bikash Sahoo**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Bikash Sahoo**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Ref: 1

Date: 27-Jul-2023

To,
Mr. Bibek Nahak,
S/O Mr. Shakti Prasad Nahak,
Kalyani Nagar, Kalapathara
Cuttack-753013,Odisha

Dear **Mr. Bibek Nahak,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai** Office, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **01-Aug-2023** and you are requested to join on or before **01-Aug-2023.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Bibek Nahak**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Bibek Nahak**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Ref: 1

Date: 27-Jul-2023

To,

Ms. Arupananda Parida,
D/O Mr. Aruna Parida,
Belarnuagan, Teragan,
Mahakalapara,
Kendrapara -754224,Odisha

Dear **Ms. Arupananda Parida,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai** Office, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **01-Aug-2023** and you are requested to join on or before **01-Aug-2023.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Ms. Arupananda Parida**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

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To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Arupananda Parida**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Ref: 1

Date: 27-Jul-2023

To,
Ms. Jachanika Sethy,
D/O Mr. Karunamayee Sethy,
Deula Sahi, Tulasipur
Cuttack -753008,Odisha

Dear **Ms. Jachanika Sethy,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai** Office, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **01-Aug-2023** and you are requested to join on or before **01-Aug-2023.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Ms. Jachanika Sethy**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Jachanika Sethy**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

FSS POWERING PAYMENTS
Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 27-Jul-2023

To,
Mr. Baikuntha Sahoo,
S/O Mr. Deviprasad Sahoo,
Nuasahi, Choudwar,
Cuttack -754025, Odisha

Dear **Mr. Baikuntha Sahoo,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai** Office, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **01-Aug-2023** and you are requested to join on or before **01-Aug-2023.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Baikuntha Sahoo**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Baikuntha Sahoo**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

MINDGRAPH

Private & Confidential

Ref. : Internship Offer

Dated : 11 JANUARY 2023

Dear **Ms. SUBHASREE SATAPATHY**

With reference to our discussions, we are pleased to offer you the position of **DATA ANALYTICS ENGINEER - INTERN** with Mind Graph Technologies Private Limited (hereinafter called as "MindGraph"/ "Employer"/ "Company").

During the training period, you will be entitled for a remuneration of **Indian Rupees. 1,44,000** (One Lakh Forty-Four Thousand Only) per annum.

The details of the package are provided in **Annexure B.**

Your appointment will be governed by the terms and conditions presented in **Annexure A**. You will also be governed by the other rules & regulations in vogue and those may be amended from time to time.

At the time of joining please, submit the following documents:

1) Photocopy of your certifications and mark sheets in support of your educational qualifications (10th Onwards).
2) Passport Size Colour Photographs (Soft Copy).
3) Identity Proof (Pan Card / Passport / Aadhaar Card / Voter I-Card).

Joining Details:

Effective Date **16 JANUARY 2023**

We look forward to your joining. Please contact us at hr@mind-graph.com for any information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us at the earliest.

ANNEXURE A

Terms and Conditions of Internship

NAME	**SUBHASREE SATAPATHY**
AADHAR NUMBER	**645054135709**

You shall be governed by the following terms and conditions of service during your internship with MindGraph Technologies Private Limited (hereafter referred to as the "Company"), and those maybe amended from time to time

1. Statement of Facts

The Company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form for internship. At the time of joining or during training, if the Company finds information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

2. Date of Commencement

Your internship programme with the company shall commence on the **16 JANUARY 2023**.

3. Location of work

Your work location shall be Bhubaneswar, India.

However, please note that the Company reserve the right to transfer its trainees / employees to any unit(s)/ department(s) or office(s) of the Company or of its Affiliates and/or the office of Company's customer ("Work Location"), other than the one an employee was initially hired to work for.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For the purpose of this agreement, "control" means possessing, directly or in-directly, the power to direct or cause the direction of the management, policies, or operations of an entity, where through ownership of voting securities, by contract or otherwise.

Accordingly, we want you to be aware that you may be transferred to another work location in the future depending on the Company's business requirements, and in the event thereof your remuneration and other benefits in relation thereto shall be determined in accordance with the Company's existing and future policies in that work location, solely at the discretion of the Company. Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the foregoing.

In the event of transfer of your work location, the Company shall do its best to accommodate, solely at its own sole discretion, any request of preferences you may have the respect to your choice of work location or any other matter in relation to the transfer, consistent with Company's policies.

4. Probationary Period (Training Period) and Confirmation as a Permanent Employee

You will be in technical training period till the completion of your final year. You may be confirmed as a permanent employee upon successful completion of the training. In addition to your performance during training period, your confirmation as a permanent employee is subject to you submitting the requisite documents as required by the company.

5. Earned Leave

The Company only provides one type of leave, i.e., earned leave. You shall be eligible for 12 working days of leave annually. This shall be credited on a quarterly basis as per the table below.

Quarter-1	Quarter-2	Quarter-3	Quarter-4
3	3	3	3

Please note that in above table quarter 1 denoted the quarter (3 months) you have joined and should not be read fiscal year quarter definition.

Illustration:

If an employee joins the company in quarter two of the fiscal year 2019-2020, the quarter two of the fiscal year 2019-2020 will be considered as a first quarter(3 months) for the purpose of leave credit. Please note that leave days shall be credited on a pro-rated basis in the first quarter of your joining.

6. Increments and Promotions

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

7. Notice Period

Therefore, in case you voluntarily terminate your contract with MindGraph, by resignation, you will provide the Company with Ninety (90) days advance notice of your resignation from contract for within country assignment & Ninety days (90) days advance notice while on onsite (out-of-country) deputed assignments. You may not offset the notice period against any accrued leaves or pay cash in-lieu of the notice period, unless agreed by the Company, in writing.

In addition to that, the minimum period of employment from the candidate's end will be 2 years post the training period. This means, upon completion of successful training period date, the candidate needs to be employed with MindGraph for a minimum period of 2 years, from their end, unless the Company terminates the said employment, under conditions mentioned in the above paragraph. If the candidate resigns before the said period of 2 years, they will have to pay 3 months of their current salary to the Company. If the candidate's performance during the notice period is unsatisfactory, the Company reserves the right to not disburse the salary for the said period, purely at their discretion.

8. Background Checks

BGV (Back Ground Verification) is done by a third party, and if any discrepancies are found, or anything stated by the candidate is found to be inaccurate, the Company can terminate the employment with immediate effect.

9. Execution of duties

The usual working hours are Mondays to Saturdays: 9am to 6pm. Saturday is work from home, and does not require office visit. However, you will have to work at such times and for such periods as the efficient and conscientious discharge of your duties hereunder requires, including, if the Company deems necessary on, Sundays and public holidays, without any overtime pay. During working hours, you shall entirely devote your time, attention, and abilities to the business of the Company.

10. Reimbursements

You will be required to claim all business-related expenses and settle all the dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary. The authority to approve or deny any reimbursement claim solely rests with the Company.

11. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner/ Member/ Employee of any Organization / entity engaged in any form of any business activity without the consent of MindGraph. 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.

You hereby acknowledge and agree to abide by all internal polices of the Company.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applied 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 employees. This offer is also conditional upon your acceptance and execution of the service agreement.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserve the right to vary these polices at any time in its absolute discretion. While these polices do not form part of contract of your employment, you are required to abide by all applicable policies. 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 and 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 contain herein, and it cannot be modified or amended except in writing signed by an authorized employee of the Company.

If any of the terms or conditions of the offer 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 here by agree to the exclusive jurisdiction of the court in Bhubaneswar, Odisha, India.

ANNEXURE B

During Internship Period

A training stipend of INR 1.44 Lacs per Annum will be paid i.e, INR 12,000 fixed pay per month.

Total consolidated annual CTC = INR 1,44,000

After successful completion of your training with MindGraph Technologies and appointed as an employee based on your performance you will be eligible for a package worth of up to INR Rs. 4,00,000 (Four Lakh Rupees Only) per annum.

We welcome you to the **MindGraph Technologies Private Limited** family and wish you a rewarding career over the years to come.

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,
Yours sincerely,

For

MindGraph Technologies Private Limited

VIJAYA BHASKER K
DIRECTOR
MINDGRAPH TECHNOLOGIES PVT LTD.

DECLARATION

To,
MindGraph Technologies Pvt Ltd,

I, Subhasree Satapathy agree with all the above terms and conditions of employment MindGraph Technologies Pvt Ltd. I shall commence my employment with effect from 16.01.2023.

Date:

Signature:

12.01.2023

Subhasree Satapathy

OdiTek Solutions Pvt Ltd.
DCB # 519, 5th Floor, DLF Cybercity
IDCO Info Park, Technology Corridor, Chandaka Industrial Estate,
Bhubaneswar, Odisha – 751024
Email: info@oditeksolutions.com
www.oditeksolutions.com

09th December 2022
Mr. Nitish Kumar Routray
Bhubaneswar

Sub: Appointment Letter

Dear Nitish ,

In furtherance to our last discussion, we are pleased to offer you a position in OdiTek Solutions Pvt. Ltd. Your place of posting will be at our Development Center, Bhubaneswar, and your CTC is INR 2,22,000 Per Annum. Your compensation package will be consisting of base salary, HRA and DA. Please note that deduction as per Govt rules like Taxes etc. are applicable on top of your salary, if any.

Your designation at OSPL would be **"Software Trainee"**, and you will report to **Tech Lead.** This will be used for all communication & would reflect in our databases.

Please note that by accepting this appointment letter, you are also accepting the terms of the NDA as well.

The offer made to you here-under is valid and subject to your satisfactory medical examination and reference checks. The Company reserves the rights to carry out reference verifications or background checks prior to your joining of the Company or during the course of your employment with us, either ourselves or through third party agencies engaged by us. Such reference checks and verifications, amongst others, would include past employment & salary, criminal records, countries resided in or worked in etc and other details provided by you to the Company. You understand and acknowledge that this is a requisite and you shall not raise any objection what so ever to the said background checks or reference verifications.

If it is found that the information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall reserve the rights to withdraw this offer or in case of such discovery occurring after your joining the Company to take appropriate disciplinary action against you and/or terminate your employment with the Company.

You will be under a **Probation Period of 6 months**, after which your performance will be reviewed and upon successful completion of this period, your employment with the Company can be made confirmed. Company reserves the rights to continue or dis-continue with your services at any point during the probation period or after it, without explanation.

You are requested to **join us on or before "1st March 2023"** and report to work at 10AM. Please sign the duplicate of this offer letter as a token of your acceptance and return it to HR on the date of joining.

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

Please submit the following documents while joining the Company:-

- Photo copies of Qualification (Matriculation onwards, including any certificates etc)
- Photo copy of Pan Card and Aadhar Card
- Address Proof (Electricity bill, Bank Statement etc)
- Photo copy of your Passport, VISA (if any)
- Two Passport size photographs
- Copy of your resignation and acceptance of your resignation by your current employer (if applicable)
- Copy of previous companies relieving letters (if applicable)

Please note that you will be required to carry originals of these mentioned documents while joining the Company. You need to sign an NDA (Non-Disclosure-Agreement) with OSPL on your joining to a technical project, to safe guard the proprietary ownership of products, technologies, innovations or ideas from outside.
You will not disclose the remuneration received by you to any other employee of OSPL or outside, except when it is officially required or HR.

OSPL Employee Handbook containing professional conduct and code of ethics, details of compensation will be provided to you after you joining the Company.
Your signature on this offer letter signifies that you have received and read the terms of the offer and summary of compensation mentioned here-with, and agree to abide by the rules of the Company after joining.

Sincerely,

Abinash Ghosh
Director

I am fully informed and I acknowledge that the initial terms and conditions of the employment are understood by me, and I also agree to abide by the rules and policies of the Company after joining.

Nitish Kumar Routray

- Candidate Name

Start Date:01/03/2023

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

CTC Breakup		
	Annually	**Monthly**
Basic	99900	8,325
HRA	59940	4,995
Conveyance	24972	2,081
Performance Bonus	13939	1,162
Gross	**198751**	**16563**
Deductions		
Employee PF contribution	11988	999
Employee ESI contribution	1,488	124
Professional Tax	1,500	125
TDS	-	-
Total Deductions	**14976**	**1248**
Net Salary Payable	**183775**	**15315**
Add: Employer ESI contribution	6,456	538
Add: Employer PF contribution	11988	999
Add: Employer Gratuity contribution	4805	400
CTC	**222000**	**18500**

- Your salary might be subjected to deduction of tax at source as per the provisions of Income Tax Act of Government of India as may be amended from time to time. Management will take decision on TDS; else you have to return your taxes due to income received as salary based on Govt. of India rules.

You will be on probation for a period of six months. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization.

The employees who do not complete their probation would not be eligible for Promotion, Salary Increase or Incentive Payments. Such benefits would be held back till the successful completion of Probation.

Your employment with the Company may be terminated after giving a notice of **two months** or salary in lieu thereof. You are bound to give **two months' notice** before leaving the services of the Company .In-case you are not serving the notice period then company may decide not to provide any supporting documents relating to your employment like experience letter, relieving letter / resignation letter . You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company.

The company has the right to transfer you to any of the existing or future office or client locations.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

We will be proud to have you as a member of our team to further enhance OSPL's position as leading Software Company in the communication sector as well as a Best Employer.

Looking forward to a bright future and long term association with the OSPL team,

Yours sincerely,

Abinash Ghosh
Director

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

OdiTek Solutions Pvt Ltd.
DCB # 519, 5th Floor, DLF Cybercity
IDCO Info Park, Technology Corridor, Chandaka Industrial Estate.
Bhubaneswar, Odisha – 751024
Email: info@oditeksolutions.com
www.oditeksolutions.com

09th December 2022
Mr. Abhishek Swain
Bhubaneswar

Sub: Appointment Letter

Dear Abhishek,
In furtherance to our last discussion, we are pleased to offer you a position in OdiTek Solutions Pvt. Ltd. Your place of posting will be at our Development Center, Bhubaneswar, and your CTC is INR 2,22,000 Per Annum. Your compensation package will be consisting of base salary, HRA and DA. Please note that deduction as per Govt rules like Taxes etc. are applicable on top of your salary, if any.

Your designation at OSPL would be **"Software Trainee"**, and you will report to **Tech Lead.** This will be used for all communication & would reflect in our databases.

Please note that by accepting this appointment letter, you are also accepting the terms of the NDA as well.

The offer made to you here-under is valid and subject to your satisfactory medical examination and reference checks. The Company reserves the rights to carry out reference verifications or background checks prior to your joining of the Company or during the course of your employment with us, either ourselves or through third party agencies engaged by us. Such reference checks and verifications, amongst others, would include past employment & salary, criminal records, countries resided in or worked in etc and other details provided by you to the Company. You understand and acknowledge that this is a requisite and you shall not raise any objection what so ever to the said background checks or reference verifications.

If it is found that the information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall reserve the rights to withdraw this offer or in case of such discovery occurring after your joining the Company to take appropriate disciplinary action against you and/or terminate your employment with the Company.

You will be under a **Probation Period of 6 months**, after which your performance will be reviewed and upon successful completion of this period, your employment with the Company can be made confirmed. Company reserves the rights to continue or dis-continue with your services at any point during the probation period or after it, without explanation.

You are requested to **join us on or before "1st March 2023"** and report to work at 10AM. Please sign the duplicate of this offer letter as a token of your acceptance and return it to HR on the date of joining.

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

Please submit the following documents while joining the Company:-

- Photo copies of Qualification (Matriculation onwards, including any certificates etc)
- Photo copy of Pan Card and Aadhar Card
- Address Proof (Electricity bill, Bank Statement etc)
- Photo copy of your Passport, VISA (if any)
- Two Passport size photographs
- Copy of your resignation and acceptance of your resignation by your current employer (if applicable)
- Copy of previous companies relieving letters (if applicable)

Please note that you will be required to carry originals of these mentioned documents while joining the Company. You need to sign an NDA (Non-Disclosure-Agreement) with OSPL on your joining to a technical project, to safe guard the proprietary ownership of products, technologies, innovations or ideas from outside.
You will not disclose the remuneration received by you to any other employee of OSPL or outside, except when it is officially required or HR.

OSPL Employee Handbook containing professional conduct and code of ethics, details of compensation will be provided to you after you joining the Company.
Your signature on this offer letter signifies that you have received and read the terms of the offer and summary of compensation mentioned here-with, and agree to abide by the rules of the Company after joining.

Sincerely,

Abinash Ghosh
Director

I am fully informed and I acknowledge that the initial terms and conditions of the employment are understood by me, and I also agree to abide by the rules and policies of the Company after joining.

Abhishek Swain

- Candidate Name

Start Date:01/03/2023

OdiTek Solutions Pvt. Ltd
5th Floor , DCB – 519 & 519, DLF Tower, Chandaka Industrial Area, Patia, Bhubaneswar
Email :- info@oditeksolutions.com, Tel – 8763277165, 7978063928

CTC Breakup		
	Annually	**Monthly**
Basic	99900	8,325
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Conveyance	24972	2,081
Performance Bonus	13939	1,162
Gross	**198751**	**16563**
Deductions		
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TDS	-	-
Total Deductions	**14976**	**1248**
Net Salary Payable	**183775**	**15315**
Add: Employer ESI contribution	6,456	538
Add: Employer PF contribution	11988	999
Add: Employer Gratuity contribution	4805	400
CTC	**222000**	**18500**

- Your salary might be subjected to deduction of tax at source as per the provisions of Income Tax Act of Government of India as may be amended from time to time. Management will take decision on TDS; else you have to return your taxes due to income received as salary based on Govt. of India rules.

You will be on probation for a period of six months. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization.

The employees who do not complete their probation would not be eligible for Promotion, Salary Increase or Incentive Payments. Such benefits would be held back till the successful completion of Probation.

Your employment with the Company may be terminated after giving a notice of **two months** or salary in lieu thereof. You are bound to give **two months' notice** before leaving the services of the Company .In-case you are not serving the notice period then company may decide not to provide any supporting documents relating to your employment like experience letter, relieving letter / resignation letter . You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company.

The company has the right to transfer you to any of the existing or future office or client locations.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

We will be proud to have you as a member of our team to further enhance OSPL's position as leading Software Company in the communication sector as well as a Best Employer.

Looking forward to a bright future and long term association with the OSPL team,

Yours sincerely,

Abinash Ghosh
Director

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Smruti Ranjita Sahoo
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Smruti Ranjita,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Smrutiprangya Sahoo
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Smrutiprangya,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023**. You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Deepak Kumar Gouda
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Deepak,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Ms. Geetanjali Mishra
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Geetanjali,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
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- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

14-10-2022

ABHIRAM DALAI

Dear ABHIRAM,

Offer of Employment

I am pleased to formally offer you a position asTrainee Business Model Developer with StayinFront India Private Limited. The position reports to the Director of Development and commences from 21-11-2022, or earlier. The Director of Development will set and monitor performance targets and is responsible for providing direction for your work.

The position is subject to a six-month probationary period, during which time your performance and conduct will be carefully appraised and monitored. Your performance may be reviewed six weeks into the probationary period and again at the end of the six-month probationary period (or more regularly as required), at which time an assessment of your performance and general suitability for the position will be made in respect of whether you will be offered a permanent appointment.

The company reserves the right to terminate your employment at any time during the probationary period by giving you two weeks' written notice or payment in lieu of notice. You will be required to give the company two weeks' written notice should you wish to leave your employment during the probationary period. The company reserves the right to extend your probationary period should this be considered necessary.

Remuneration for the position will be Indian Rupees 1,80,000.00 per annum Cost To Company.

We trust your membership with our organization will be a long and mutually rewarding one. We have high expectations of you and believe you will exceed these expectations and thoroughly enjoy your role within our team at StayinFront India.

You will be required to acknowledge the terms and conditions of your employment by signing the Employment Contract. Please indicate your acceptance of this position by signing where indicated below and returning this letter to us.

Yours sincerely,

StayinFront India Limited

Sharon Millet

Manager – Human Resources

Accepted:ABHIRAM DALAI

Signed: {{Signature candidateSignature}} Date: _____

Stay in Front
StayinFront.com

Name of the Employee	ABHIRAM DALAI	
Designation	Trainee Business Model Developer	
Annual CTC:	**1,80,000.00**	
Date of Joining	**21-11-2022**	
Salary Particulars	**Monthly**	**Annual**
Basic	4500	54000
HRA	1800	21600
Special Allowance	5610	67320
Reimbursements & Allowances	2550	30600
Medial	1250	15000
LTA	500	6000
Conveyance	800	9600
Legal Deduction		
Company's PF share @ 12 % of qualified Basic	540	6480
Total	**15000**	**1,80,000**

Stay in Front
StayinFront.com

301, IT Tower 1, InfoCity, Gandhinagar – 382009, Gujarat, India
+91.79.6671.9000 • Fax +91.79.6671.9090 • stayinfront.com

14-10-2022

PRIYABRATA NAYAK

Dear PRIYABRATA,

Offer of Employment

I am pleased to formally offer you a position as Trainee Business Model Developer with StayinFront India Private Limited. The position reports to the Director of Development and commences from 21-11-2022, or earlier. The Director of Development will set and monitor performance targets and is responsible for providing direction for your work.

The position is subject to a six-month probationary period, during which time your performance and conduct will be carefully appraised and monitored. Your performance may be reviewed six weeks into the probationary period and again at the end of the six-month probationary period (or more regularly as required), at which time an assessment of your performance and general suitability for the position will be made in respect of whether you will be offered a permanent appointment.

The company reserves the right to terminate your employment at any time during the probationary period by giving you two weeks' written notice or payment in lieu of notice. You will be required to give the company two weeks' written notice should you wish to leave your employment during the probationary period. The company reserves the right to extend your probationary period should this be considered necessary.

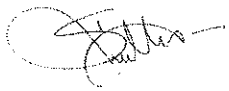
Remuneration for the position will be Indian Rupees 1,80,000.00 per annum Cost To Company.

We trust your membership with our organization will be a long and mutually rewarding one. We have high expectations of you and believe you will exceed these expectations and thoroughly enjoy your role within our team at StayinFront India.

You will be required to acknowledge the terms and conditions of your employment by signing the Employment Contract. Please indicate your acceptance of this position by signing where indicated below and returning this letter to us.

Yours sincerely,

StayinFront India Limited



Sharon Millet

Manager – Human Resources

Accepted:PRIYABRATA NAYAK

Signed: {{Signature candidateSignature}} Date: _____

Stay in Front
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Name of the Employee	PRIYABRATA NAYAK	
Designation	Trainee Business Model Developer	
Annual CTC:	**1,80,000.00**	
Date of Joining	**21-11-2022**	
Salary Particulars	**Monthly**	**Annual**
Basic	4500	54000
HRA	1800	21600
Special Allowance	5610	67320
Reimbursements & Allowances	2550	30600
Medial	1250	15000
LTA	500	6000
Conveyance	800	9600
Legal Deduction		
Company's PF share @ 12 % of qualified Basic	540	6480
Total	**15000**	**1,80,000**

301, IT Tower 1, InfoCity, Gandhinagar – 382009, Gujarat, India
+91.79.6671.9000 • Fax +91.79.6671.9090 • stayinfront.com

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14-10-2022

SOMYABHARATI SWAIN

Dear SOMYABHARATI,

Offer of Employment

I am pleased to formally offer you a position as Trainee Business Model Developer with StayinFront India Private Limited. The position reports to the Director of Development and commences from 21-11-2022, or earlier. The Director of Development will set and monitor performance targets and is responsible for providing direction for your work.

The position is subject to a six-month probationary period, during which time your performance and conduct will be carefully appraised and monitored. Your performance may be reviewed six weeks into the probationary period and again at the end of the six-month probationary period (or more regularly as required), at which time an assessment of your performance and general suitability for the position will be made in respect of whether you will be offered a permanent appointment.

The company reserves the right to terminate your employment at any time during the probationary period by giving you two weeks' written notice or payment in lieu of notice. You will be required to give the company two weeks' written notice should you wish to leave your employment during the probationary period. The company reserves the right to extend your probationary period should this be considered necessary.

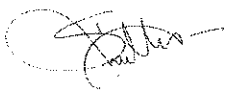
Remuneration for the position will be Indian Rupees 1,80,000.00 per annum Cost To Company.

We trust your membership with our organization will be a long and mutually rewarding one. We have high expectations of you and believe you will exceed these expectations and thoroughly enjoy your role within our team at StayinFront India.

You will be required to acknowledge the terms and conditions of your employment by signing the Employment Contract. Please indicate your acceptance of this position by signing where indicated below and returning this letter to us.

Yours sincerely,

StayinFront India Limited



Sharon Millet

Manager – Human Resources

Accepted:SOMYABHARATI SWAIN

Signed: {{Signature candidateSignature}} Date: _____

Stay in Front
StayinFront.com

Name of the Employee	SOMYABHARATI SWAIN	
Designation	Trainee Business Model Developer	
Annual CTC:	**1,80,000.00**	
Date of Joining	**21-11-2022**	
Salary Particulars	**Monthly**	**Annual**
Basic	4500	54000
HRA	1800	21600
Special Allowance	5610	67320
Reimbursements & Allowances	2550	30600
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Conveyance	800	9600
Legal Deduction		
Company's PF share @ 12 % of qualified Basic	540	6480
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14-10-2022

RASHMI RANJAN PANDA

Dear RASHMI RANJAN,

Offer of Employment

I am pleased to formally offer you a position as Trainee Business Model Developer with StayinFront India Private Limited. The position reports to the Director of Development and commences from 21-11-2022, or earlier. The Director of Development will set and monitor performance targets and is responsible for providing direction for your work.

The position is subject to a six-month probationary period, during which time your performance and conduct will be carefully appraised and monitored. Your performance may be reviewed six weeks into the probationary period and again at the end of the six-month probationary period (or more regularly as required), at which time an assessment of your performance and general suitability for the position will be made in respect of whether you will be offered a permanent appointment.

The company reserves the right to terminate your employment at any time during the probationary period by giving you two weeks' written notice or payment in lieu of notice. You will be required to give the company two weeks' written notice should you wish to leave your employment during the probationary period. The company reserves the right to extend your probationary period should this be considered necessary.

Remuneration for the position will be Indian Rupees 1,80,000.00 per annum Cost To Company.

We trust your membership with our organization will be a long and mutually rewarding one. We have high expectations of you and believe you will exceed these expectations and thoroughly enjoy your role within our team at StayinFront India.

You will be required to acknowledge the terms and conditions of your employment by signing the Employment Contract. Please indicate your acceptance of this position by signing where indicated below and returning this letter to us.

Yours sincerely,

StayinFront India Limited

Sharon Millet

Manager – Human Resources

Accepted:RASHMI RANJAN PANDA

Signed: {{Signature candidateSignature}} Date: _____

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StayinFront.com

Name of the Employee	RASHMI RANJAN PANDA	
Designation	Trainee Business Model Developer	
Annual CTC:	**1,80,000.00**	
Date of Joining	**21-11-2022**	
Salary Particulars	**Monthly**	**Annual**
Basic	4500	54000
HRA	1800	21600
Special Allowance	5610	67320
Reimbursements & Allowances	2550	30600
Medial	1250	15000
LTA	500	6000
Conveyance	800	9600
Legal Deduction		
Company's PF share @ 12 % of qualified Basic	540	6480
Total	**15000**	**1,80,000**

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14-10-2022

VARSHA RANI MULLICK

Dear VARSHA,

Offer of Employment

I am pleased to formally offer you a position as Trainee Business Model Developer with StayinFront India Private Limited. The position reports to the Director of Development and commences from 21-11-2022, or earlier. The Director of Development will set and monitor performance targets and is responsible for providing direction for your work.

The position is subject to a six-month probationary period, during which time your performance and conduct will be carefully appraised and monitored. Your performance may be reviewed six weeks into the probationary period and again at the end of the six-month probationary period (or more regularly as required), at which time an assessment of your performance and general suitability for the position will be made in respect of whether you will be offered a permanent appointment.

The company reserves the right to terminate your employment at any time during the probationary period by giving you two weeks' written notice or payment in lieu of notice. You will be required to give the company two weeks' written notice should you wish to leave your employment during the probationary period. The company reserves the right to extend your probationary period should this be considered necessary.

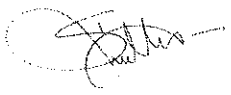
Remuneration for the position will be Indian Rupees 1,80,000.00 per annum Cost To Company.

We trust your membership with our organization will be a long and mutually rewarding one. We have high expectations of you and believe you will exceed these expectations and thoroughly enjoy your role within our team at StayinFront India.

You will be required to acknowledge the terms and conditions of your employment by signing the Employment Contract. Please indicate your acceptance of this position by signing where indicated below and returning this letter to us.

Yours sincerely,

StayinFront India Limited



Sharon Millet

Manager – Human Resources

Accepted:VARSHA RANI MULLICK

Signed: {{Signature candidateSignature}} Date: _____

Stay in Front
StayinFront.com

Name of the Employee	VARSHA RANI MULLICK	
Designation	Trainee Business Model Developer	
Annual CTC:	**1,80,000.00**	
Date of Joining	**21-11-2022**	
Salary Particulars	**Monthly**	**Annual**
Basic	4500	54000
HRA	1800	21600
Special Allowance	5610	67320
Reimbursements & Allowances	2550	30600
Medial	1250	15000
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Conveyance	800	9600
Legal Deduction		
Company's PF share @ 12 % of qualified Basic	540	6480
Total	**15000**	**1,80,000**

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Stay in Front
StayinFront.com

14-10-2022

SURYAKANT BARIK

Dear SURYAKANT,

Offer of Employment

I am pleased to formally offer you a position as Trainee Business Model Developer with StayinFront India Private Limited. The position reports to the Director of Development and commences from 21-11-2022, or earlier. The Director of Development will set and monitor performance targets and is responsible for providing direction for your work.

The position is subject to a six-month probationary period, during which time your performance and conduct will be carefully appraised and monitored. Your performance may be reviewed six weeks into the probationary period and again at the end of the six-month probationary period (or more regularly as required), at which time an assessment of your performance and general suitability for the position will be made in respect of whether you will be offered a permanent appointment.

The company reserves the right to terminate your employment at any time during the probationary period by giving you two weeks' written notice or payment in lieu of notice. You will be required to give the company two weeks' written notice should you wish to leave your employment during the probationary period. The company reserves the right to extend your probationary period should this be considered necessary.

Remuneration for the position will be Indian Rupees 1,80,000.00 per annum Cost To Company.

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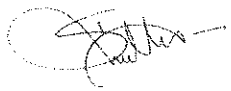
You will be required to acknowledge the terms and conditions of your employment by signing the Employment Contract. Please indicate your acceptance of this position by signing where indicated below and returning this letter to us.

Yours sincerely,

StayinFront India Limited



Sharon Millet

Manager – Human Resources

Accepted:SURYAKANT BARIK

Signed: {{Signature candidateSignature}} Date: _____

Stay in Front
StayinFront.com

Name of the Employee	SURYAKANT BARIK	
Designation	Trainee Business Model Developer	
Annual CTC:	**1,80,000.00**	
Date of Joining	**21-11-2022**	
Salary Particulars	**Monthly**	**Annual**
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Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

Job Offer Letter

Dear Bhabani Sankar Sahoo, November 15, 2022

I am pleased to offer you, subject to the Offer Contingencies below, a position as a **Software Trainee** with **Yusata Infotech Private Limited.**

Offer Contingencies: This offer, is contingent on:

i) You're having no conflicting obligations that would prevent you from working for Yusata Infotech Private Limited.
Compensation: Your remuneration will be at the rate of **₹15,500/- (CTC) per Month during Probation/training period.** You are entitled for compensation package of **₹20,500/- (CTC) per Month for first year after successful completion of Probation/training.** Based on your performance, you may be entitled for increment of next years, which will be in between 10% to 30%. Your Salary In-hand will be after Your PF/ESI/TDS Deductions from CTC.

1. **Probation period**: After the joining date, first 2 month will be considering as a probation period, during the probation period you are not entitled to have any vacations.
2. **Training period**: After successful completion of **probation period**, 4 to 6 month will be considering as **a Training Period**, during the Training period you are not entitled to have any vacations.
3. While on **probation**, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
4. Initial contract period for your employment is up to **30 Months full time employment including probation/ Training period,** based on your contract period company have few binding conditions.
   a. You must sign a bond guarantee for the equivalent in terms of 12 month of current basic salary compensation, Exact terms and condition will be pass given to you in a separate document.
   b. You need to provide a signed check of 12 Months basic salary to comply with agreement, Company can use this cheque if you break the bond and not prior to that.
5. Your entitlement to statutory bonus will be as declared from time to time provided your basic salary is within the limits prescribed under the Payment of Bonus Act, in addition of the Project incentive.
6. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you have to provide company **at least 6 weeks of notice period**, prior the relieve from your job responsibility. In case of immediate release, you may have to compensate in financial terms. As well as forced saving amount will be forfeit as a Penalty.
7. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as **company, may black list the candidate for future employment.**
8. **Vacation**: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
9. Office working hours start from 8:30 AM, but work facility is available for employee to use for 24x7

Yusata Infotech Pvt. Ltd.
CIN : U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

10. You are required to have the average 45 hours of work per week, Lunch and personal break times are excluded from the minimum work hour requirement.
11. Your appointment is effective from **December 17, 2022** and you will report to the Head of Recruitment.
12. Submit Original of your credentials and emergency contact information for verification **on or before December 17, 2022.**
    a. Certified copy of passport
    b. Certified copy of driving license issued by State government
    c. Certified copy of voter Identification card and/or
    d. Certified copy of AADHAR Card

    Also, submit copy of your PAN Card (Mandatory).

    Note: Your Originals will be returned after verification.
13. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. BCA and/or Graduate degree mark sheets.
    d. BE and/or MCA Semester mark sheet
14. Your appointment is a full-time assignment and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
15. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries
16. Salary and level of earnings within your group is personal to you depending upon your background, experience and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
17. Income tax and other taxes if any will be to your account and is subject to deductions at source wherever applicable.
18. For any further clarification on matters related to your salary/perks, you are requested to personally contact HRD Department.
19. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely,

M C Sharma

CEO

I have read the provisions of the Employment Agreement and I accept the above offer.

Date: Bhabani Sankar Sahoo

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

Job Offer Letter

Dear Akash Pattanayak,

November 15, 2022

I am pleased to offer you, subject to the Offer Contingencies below, a position as a **Software Trainee** with **Yusata Infotech Private Limited.**

Offer Contingencies: This offer, is contingent on:

i) You're having no conflicting obligations that would prevent you from working for Yusata Infotech Private Limited. **Compensation**: Your remuneration will be at the rate of **₹15,500/- (CTC) per Month during Probation/training period.** You are entitled for compensation package of **₹20,500/- (CTC) per Month for first year after successful completion of Probation/training.** Based on your performance, you may be entitled for increment of next years, which will be in between 10% to 30%. Your Salary In-hand will be after Your PF/ESI/TDS Deductions from CTC.

1. **Probation period**: After the joining date, first 2 month will be considering as a probation period, during the probation period you are not entitled to have any vacations.
2. **Training period**: After successful completion of **probation period**, 4 to 6 month will be considering as **a Training Period**, during the Training period you are not entitled to have any vacations.
3. While on **probation**, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
4. Initial contract period for your employment is up to **30 Months full time employment including probation/ Training period,** based on your contract period company have few binding conditions.
   a. You must sign a bond guarantee for the equivalent in terms of 12 month of current basic salary compensation, Exact terms and condition will be pass given to you in a separate document.
   b. You need to provide a signed check of 12 Months basic salary to comply with agreement, Company can use this cheque if you break the bond and not prior to that.
5. Your entitlement to statutory bonus will be as declared from time to time provided your basic salary is within the limits prescribed under the Payment of Bonus Act, in addition of the Project incentive.
6. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you have to provide company **at least 6 weeks of notice period**, prior the relieve from your job responsibility. In case of immediate release, you may have to compensate in financial terms. As well as forced saving amount will be forfeit as a Penalty.
7. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as **company, may black list the candidate for future employment.**
8. **Vacation**: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
9. Office working hours start from 8:30 AM, but work facility is available for employee to use for 24x7

Yusata Infotech
bringing technology closer to life

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

10. You are required to have the average 45 hours of work per week, Lunch and personal break times are excluded from the minimum work hour requirement.
11. Your appointment is effective from **December 17, 2022** and you will report to the Head of Recruitment.
12. Submit Original of your credentials and emergency contact information for verification **on or before December 17, 2022.**
    a. Certified copy of passport
    b. Certified copy of driving license issued by State government
    c. Certified copy of voter Identification card and/or
    d. Certified copy of AADHAR Card

    Also, submit copy of your PAN Card (Mandatory).

    Note: Your Originals will be returned after verification.
13. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. BCA and/or Graduate degree mark sheets.
    d. BE and/or MCA Semester mark sheet
14. Your appointment is a full-time assignment and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
15. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries
16. Salary and level of earnings within your group is personal to you depending upon your background, experience and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
17. Income tax and other taxes if any will be to your account and is subject to deductions at source wherever applicable.
18. For any further clarification on matters related to your salary/perks, you are requested to personally contact HRD Department.
19. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely,

M C Sharma

CEO

I have read the provisions of the Employment Agreement and I accept the above offer.

Date: Akash Pattanayak

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
94/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

Job Offer Letter

Dear Suraj Biswas, November 15, 2022

I am pleased to offer you, subject to the Offer Contingencies below, a position as a **Software Trainee** with **Yusata Infotech Private Limited.**

Offer Contingencies: This offer, is contingent on:

i) You're having no conflicting obligations that would prevent you from working for Yusata Infotech Private Limited.
Compensation: Your remuneration will be at the rate of **₹15,500/- (CTC) per Month during Probation/training period.** You are entitled for compensation package of **₹20,500/- (CTC) per Month for first year after successful completion of Probation/training**. Based on your performance, you may be entitled for increment of next years, which will be in between 10% to 30%. Your Salary In-hand will be after Your PF/ESI/TDS Deductions from CTC.

1. **Probation period**: After the joining date, first 2 month will be considering as a probation period, during the probation period you are not entitled to have any vacations.
2. **Training period**: After successful completion of **probation period**, 4 to 6 month will be considering as **a Training Period**, during the Training period you are not entitled to have any vacations.
3. While on **probation**, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
4. Initial contract period for your employment is up to **30 Months full time employment including probation/ Training period,** based on your contract period company have few binding conditions.
   a. You must sign a bond guarantee for the equivalent in terms of 12 month of current basic salary compensation, Exact terms and condition will be pass given to you in a separate document.
   b. You need to provide a signed check of 12 Months basic salary to comply with agreement, Company can use this cheque if you break the bond and not prior to that.
5. Your entitlement to statutory bonus will be as declared from time to time provided your basic salary is within the limits prescribed under the Payment of Bonus Act, in addition of the Project incentive.
6. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you have to provide company **at least 6 weeks of notice period**, prior the relieve from your job responsibility. In case of immediate release, you may have to compensate in financial terms. As well as forced saving amount will be forfeit as a Penalty.
7. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as **company, may black list the candidate for future employment.**
8. **Vacation**: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
9. Office working hours start from 8:30 AM, but work facility is available for employee to use for 24x7

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

10. You are required to have the average 45 hours of work per week, Lunch and personal break times are excluded from the minimum work hour requirement.
11. Your appointment is effective from **December 17, 2022** and you will report to the Head of Recruitment.
12. Submit Original of your credentials and emergency contact information for verification **on or before December 17, 2022.**
    a. Certified copy of passport
    b. Certified copy of driving license issued by State government
    c. Certified copy of voter Identification card and/or
    d. Certified copy of AADHAR Card

    Also, submit copy of your PAN Card (Mandatory).

    Note: Your Originals will be returned after verification.
13. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. BCA and/or Graduate degree mark sheets.
    d. BE and/or MCA Semester mark sheet
14. Your appointment is a full-time assignment and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
15. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries
16. Salary and level of earnings within your group is personal to you depending upon your background, experience and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
17. Income tax and other taxes if any will be to your account and is subject to deductions at source wherever applicable.
18. For any further clarification on matters related to your salary/perks, you are requested to personally contact HRD Department.
19. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely,

M C Sharma

CEO

I have read the provisions of the Employment Agreement and I accept the above offer.

Date: Suraj Biswas

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1083 **Date: 16.02.2023**

MR. AMIT GHOSHAL,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(AMIT GHOSHAL)

CTC				
NAME			**AMIT GHOSHAL**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1084 **Date: 16.02.2023**

MR. BALARAM SWAIN,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

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86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(BALARAM SWAIN)

CTC				
NAME			**BALARAM SWAIN**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
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(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1085 **Date: 16.02.2023**

MR. BIKAS JHANKAR,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

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The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(BIKAS JHANKAR)

CTC				
NAME			**BIKAS JHANKAR**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

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E-Mail : kolkataced@gdcl.in
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86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1086 **Date: 16.02.2023**

MR. DINESH SHARMA,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

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The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(DINESH SHARMA)

CTC				
NAME		**DINESH SHARMA**		
DESIGNATION		GRADUATE ENGINEER TRAINEE II		
LOCATION		KOLKATA OFFICE		
QUALIFICATION		B. E. (M) - 2023		
DOB		22 YEARS		
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1087 **Date: 16.02.2023**

MR. PRABIN KUMAR BISOYI,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

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The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(PRABIN KUMAR BISOYI)

CTC				
NAME			**PRABIN KUMAR BISOYI**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1088 **Date: 16.02.2023**

MR. PRTYUSH KUMAR MOHANTY,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

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The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(PRATYUSH KUMAR MOHANTY)

CTC				
NAME			**PRATYUSH KUMAR MOHANTY**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1089 **Date: 16.02.2023**

MR. RAJESH KUMAR PRADHAN,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

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GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(RAJESH KUMAR PRADHAN)

CTC				
NAME			**RAJESH KUMAR PRADHAN**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

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E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1091 **Date: 16.02.2023**

MR. RASHMI RANJAN DAS,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)"**. You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(RASHMI RANJAN DAS)

CTC				
NAME		**RASHMI RANJAN DAS**		
DESIGNATION		GRADUATE ENGINEER TRAINEE II		
LOCATION		KOLKATA OFFICE		
QUALIFICATION		B. E. (M) - 2023		
DOB		22 YEARS		
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1092 **Date: 16.02.2023**

MR. SAGAR KUMAR YADAV,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(SAGAR KUMAR YADAV)

CTC				
NAME			**SAGAR KUMAR YADAV**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1093 **Date: 16.02.2023**

MR. SANGRAM PRADHAN,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(SANGRAM PRADHAN)

CTC				
NAME			**SANGRAM PRADHAN**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
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b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

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86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1094 **Date: 16.02.2023**

MR. SANKET ACHARYA,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

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GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(SANKET ACHARYA)

CTC				
NAME			**SANKET ACHARYA**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
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6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
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g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Gmail Trident Group Of Institution <trplacement@gmail.com>

Fwd: IOTL - Pool Campus Result - 2023 Batch

2 messages

Trident Placement <trplacement@tat.ac.in> Wed, Mar 29, 2023 at 4:18 PM
To: Trident Group Training <training@tat.ac.in>, Trident Group of Institutions <trplacement@gmail.com>

Pls. modify the result of IOTL

Dear Sir,

Greetings !

IOTL have extended an offer to **Rashmi Ranjan Dash - Trident.**

Can you please check the availability of the candidate for joining IOTL and confirm the same by today.

Thanks & Regards

T.P Bakshi
Team (Training & Placement)
Kalinga Institute of Industrial Technology (KIIT) Deemed to be University, Bhubaneswar-751024 (Odisha)
Tel: 8114382223/8114399582
Mob: +91 7894427740 / +91 9437020233
Email id- placement@kiit.ac.in / ssingh@kiit.ac.in / kiitcr.nn@kiit.ac.in

School of Engineering / School of Management / School of Computer Application / School of Rural Management / School of Medicine.
Established U/S 3 of UGC Act and Accredited by NBA of AICTE and NAAC of UGC

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY

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Established U/S 3 of UGC Act and Accredited by NBA of AICTE and NAAC of UGC

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--
Prof. Nanigopal Das
M.Tech. (CSE), IIT Guwahati,
Director T&P, Trident Group of Institutions, Bhubaneswar,
Odisha.
Mobile-7205719471
http://www.trident.ac.in/images/ugu_picture2.png

Trident Group Training <training@tat.ac.in> Wed, Mar 29, 2023 at 4:27 PM
To: "From: KiiT University" <placement@kiit.ac.in>
Cc: Prachet Bhuyan <pbhuyanfcs@kiit.ac.in>, Abhishek Ray <arayfcs@kiit.ac.in>, t bakshi <t.bakshi@kiit.ac.in>, Trident Group Placements <trident.placement@tat.ac.in>, Trident Placement <trplacement@tat.ac.in>, Trident Group Of Institution <trplacement@gmail.com>

Dear Sir,

Greetings!

We are glad to acknowledge the selection of Rashmi Ranjan Dash (B.Tech-Mech) for IOTL. Please note, that he is pleased to acknowledge the opportunity & shall be available to join IOTL when notified.

On Wed, Mar 29, 2023 at 3:49 PM Trident Group Placements <trident.placement@tat.ac.in> wrote:
[Quoted text hidden]
Regards,
Biswajit Chau Pattnaik
MBA,PGCHRM (XLRI,jamshedpur)

Mob -7064446001
8658221100(WA)

Bhubaneswar, Odisha

--
Thanks & Regards,
Ankita Mohanty
Placement Team
Dept. T&P
Ph: 7978593416
trident.ac.in

RALSON TYRES LIMITED

Corporate Office: 17th Floor,
Narain Manzil, 23, Barakhamba Road,
New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

Date : 10-Jul-2023

Name - Mr. Abhisekh Ray
Add: S/O - Dusmanta Kumar Ray,
Kalpana Area, BJB Nagar, Plot No - K-8,
Bhubaneswar, Orissa - 751014.

Subject: Offer for the position of Engineer Trainee(ET).

Dear Mr. Abhisekh,

It is our pleasure to extend to you the offer to take up employment with Ralson Tyres Limited as per the following terms and conditions:

I Expected Date of Joining: 19-Jul-2023 or any other date as mutually agreed in writing within a week of the date of this offer.

II Designation, Roles and Responsibilities

(A) As **"Engineer Trainee(ET)"**, you will be primarily responsible for:

a) Should have Strong fundamentals and willingness to learn and grow in a fast-paced & ever-changing work environment.
b) Should be able to understand the manufacturing process and the jobs which are assigned by the supervisor, and each job has to be done with utmost dedication with a high degree of Safety and Quality measures while having true and transparent communication with thesupervisor.
c) For each job assigned the mind set should be of regular improvement, generating new original ideas to improve the productivity of the outcome and also having practical involvement to each activity.
d) Should be able to collect data as per guidance received from the Supervisor, analyse the data collected, make summary reports & presentations for the management which are having clear picture of issues, requirements and improvement Ideas.
e) Should be highly Agile in terms of Time & Workload management for any Job requirement within the section or to support other sections as per the instructions received by the supervisor
f) Any other responsibilities as may be assigned to you from time to time that may be required for the successful commissioning and smooth operations of the Company.

RALSON TYRES LIMITED

Corporate Office: 17th Floor,
Narain Manzil, 23, Barakhamba Road,
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info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park
Near NATRIP, Pithampur, Dist Dhar-454774 (MP)

(B) The position will be based at Pithampur near Indore.

(C) Your services may be transferred to any part of the country or abroad, either within the company or to any of its affiliates, sister concerns or subsidiaries during the course of your employment.

III Compensation (Cost to Company - CTC)

(i) Your compensation will consist of the following components:

Component	Monthly (INR)	Annual (INR)
Core Components		
Basic Salary	10,833	1,30,000
House Rent Allowance (HRA)	4,333	52,000
Medical and Conveyance Allowance	4,167	50,000
Special Allowance	1,575	18,900
	20,908	2,50,900
Reimbursements		
Mobile & Internet Reimbursement	1,000	12,000
Retirals & Benefits		
Provident Fund* (Employer Contribution)	1,300	15,600
Gratuity (as per Act)	521	6,250
LTA (Leave Travel Allowance)	2,000	24,000
	3,821	45,850
Performance Based Pay (PBP)		
Potential Variable Pay* (Annual)	1,354	16,250
Total Cost to Company	27,083	3,25,000

Corporate Office: 17th Floor,
Narain Manzil, 23, Barakhamba Road,
New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

*Reimbursements - subject to valid proofs/applicable laws

*PBP - As per Company Policy

*Medical Insurance as per Company Policy

(ii) **Taxation and deductions:**

All of the amounts indicated are gross amounts and will be subject to deduction of tax at source as per the prevailing laws of India.

(iii) **Changes and Revisions to Compensation**:
Any changes/revisions to your compensation package as decided by the Management, or any rules framed in this regard by the company, will be applicable and will be considered to be part of the terms and conditions of your service agreement.

IV Other Terms and Conditions

(A) You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

(B) Accordingly, you undertake that:
(i) You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company,

(ii) You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company

(iii) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

(C) Notice of termination of employment will be 1 month notice in writing or 1 month's basic salary in lieu of notice from either party subject to the approval of the Management during the Traineeship period of 1 year. After the successful completion of your traineeship period the notice period shall be changed to 3 months in writing or 3 month's basic salary in lieu of notice from either party subject to the approval of the Management.

RALSON TYRES LIMITED

Corporate Office: 17th Floor,
Narain Manzil, 23, Barakhamba Road,
New Delhi - 110001

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Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

(D) The Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

(i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;

(ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

(iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

Assuming that you find the aforesaid terms and conditions of your employment to your satisfaction, I request you to accept the offer by signing a copy of this letter and returning the signed copy to us. A detailed agreement of employment will be separately issued to you upon your joining the company.

Yours sincerely,

Signatures:

(Authorized Signatory: Ravikanth Uppaluru : **Plant Head**

Date: 10-Jul-2023 Place: Indore

In acceptance of the proposed offer, as above –

Name- Mr. Abhisekh Ray
Date: Place:

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

Date : 10-Jul-2023

Name - Mr. Aswini Kumar Sahu
Add: S/O - Haribandhu Sahu,
Deogarh, Kushaleswar,
Keonjhar, Orissa - 758025.

Subject: Offer for the position of Engineer Trainee(ET).

Dear Mr. Aswini,

It is our pleasure to extend to you the offer to take up employment with Ralson Tyres Limited as per the following terms and conditions:

I Expected Date of Joining: 19-Jul-2023 or any other date as mutually agreed in writing within a week of the date of this offer.

II Designation, Roles and Responsibilities

(A) As **"Engineer Trainee(ET)"**, you will be primarily responsible for:

a) Should have Strong fundamentals and willingness to learn and grow in a fast-paced & ever-changing work environment.
b) Should be able to understand the manufacturing process and the jobs which are assigned by the supervisor, and each job has to be done with utmost dedication with a high degree of Safety and Quality measures while having true and transparent communication with thesupervisor.
c) For each job assigned the mind set should be of regular improvement, generating new original ideas to improve the productivity of the outcome and also having practical involvement to each activity.
d) Should be able to collect data as per guidance received from the Supervisor, analyse the data collected, make summary reports & presentations for the management which are having clear picture of issues, requirements and improvement Ideas.
e) Should be highly Agile in terms of Time & Workload management for any Job requirement within the section or to support other sections as per the instructions received by the supervisor
f) Any other responsibilities as may be assigned to you from time to time that may be required for the successful commissioning and smooth operations of the Company.

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New Delhi - 110001

+91-11-45592500 UFTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

(B) The position will be based at Pithampur near Indore.

(C) Your services may be transferred to any part of the country or abroad, either within the company or to any of its affiliates, sister concerns or subsidiaries during the course of your employment.

III Compensation (Cost to Company - CTC)

(i) Your compensation will consist of the following components:

Component	Monthly (INR)	Annual (INR)
Core Components		
Basic Salary	10,833	1,30,000
House Rent Allowance (HRA)	4,333	52,000
Medical and Conveyance Allowance	4,167	50,000
Special Allowance	1,575	18,900
	20,908	2,50,900
Reimbursements		
Mobile & Internet Reimbursement	1,000	12,000
Retirals & Benefits		
Provident Fund* (Employer Contribution)	1,300	15,600
Gratuity (as per Act)	521	6,250
LTA (Leave Travel Allowance)	2,000	24,000
	3,821	45,850
Performance Based Pay (PBP)		
Potential Variable Pay* (Annual)	1,354	16,250
Total Cost to Company	27,083	3,25,000

Corporate Office: 17th Floor,
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Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

*Reimbursements - subject to valid proofs/applicable laws

*PBP - As per Company Policy

*Medical Insurance as per Company Policy

(ii) **Taxation and deductions:**

All of the amounts indicated are gross amounts and will be subject to deduction of tax at source as per the prevailing laws of India.

(iii) **Changes and Revisions to Compensation**:
Any changes/revisions to your compensation package as decided by the Management, or any rules framed in this regard by the company, will be applicable and will be considered to be part of the terms and conditions of your service agreement.

IV Other Terms and Conditions

(A) You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

(B) Accordingly, you undertake that:
(i) You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company,

(ii) You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company

(iii) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

(C) Notice of termination of employment will be 1 month notice in writing or 1 month's basic salary in lieu of notice from either party subject to the approval of the Management during the Traineeship period of 1 year. After the successful completion of your traineeship period the notice period shall be changed to 3 months in writing or 3 month's basic salary in lieu of notice from either party subject to the approval of the Management.

RALSON TYRES LIMITED

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Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

(D) The Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

(i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;

(ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

(iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

Assuming that you find the aforesaid terms and conditions of your employment to your satisfaction, I request you to accept the offer by signing a copy of this letter and returning the signed copy to us. A detailed agreement of employment will be separately issued to you upon your joining the company.

Yours sincerely,

Signatures:

(Authorized Signatory: Ravikanth Uppaluru : **Plant Head**

Date: 10-Jul-2023 Place: Indore

In acceptance of the proposed offer, as above –

Name- Mr. Aswini Kumar Sahu
Date: Place:

RALSON TYRES LIMITED

Corporate Office: 17th Floor,
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New Delhi - 110001

+91-11-45692500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

Date : 10-Jul-2023

Name - Mr. Ayush Hali
Add: S/O - Dambarudhar Hali,
AT- Badagada, Samantara Sahi,
Bhubaneswar, Orissa - 751018.

Subject: Offer for the position of Engineer Trainee(ET).

Dear Mr. Ayush,

It is our pleasure to extend to you the offer to take up employment with Ralson Tyres Limited as per the following terms and conditions:

I Expected Date of Joining: 19-Jul-2023 or any other date as mutually agreed in writing within a week of the date of this offer.

II Designation, Roles and Responsibilities

(A) As **"Engineer Trainee(ET)"**, you will be primarily responsible for:

a) Should have Strong fundamentals and willingness to learn and grow in a fast-paced & ever-changing work environment.
b) Should be able to understand the manufacturing process and the jobs which are assigned by the supervisor, and each job has to be done with utmost dedication with a high degree of Safety and Quality measures while having true and transparent communication with thesupervisor.
c) For each job assigned the mind set should be of regular improvement, generating new original ideas to improve the productivity of the outcome and also having practical involvement to each activity.
d) Should be able to collect data as per guidance received from the Supervisor, analyse the data collected, make summary reports & presentations for the management which are having clear picture of issues, requirements and improvement Ideas.
e) Should be highly Agile in terms of Time & Workload management for any Job requirement within the section or to support other sections as per the instructions received by the supervisor
f) Any other responsibilities as may be assigned to you from time to time that may be required for the successful commissioning and smooth operations of the Company.

(B) The position will be based at Pithampur near Indore.

(C) Your services may be transferred to any part of the country or abroad, either within the company or to any of its affiliates, sister concerns or subsidiaries during the course of your employment.

III Compensation (Cost to Company - CTC)

(i) Your compensation will consist of the following components:

Component	Monthly (INR)	Annual (INR)
Core Components		
Basic Salary	10,833	1,30,000
House Rent Allowance (HRA)	4,333	52,000
Medical and Conveyance Allowance	4,167	50,000
Special Allowance	1,575	18,900
	20,908	2,50,900
Reimbursements		
Mobile & Internet Reimbursement	1,000	12,000
Retirals & Benefits		
Provident Fund* (Employer Contribution)	1,300	15,600
Gratuity (as per Act)	521	6,250
LTA (Leave Travel Allowance)	2,000	24,000
	3,821	45,850
Performance Based Pay (PBP)		
Potential Variable Pay* (Annual)	1,354	16,250
Total Cost to Company	27,083	3,25,000

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Works: Plot No. 52 to 60, Smart Industrial Park,
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*Reimbursements - subject to valid proofs/applicable laws

*PBP - As per Company Policy

*Medical Insurance as per Company Policy

(ii) **Taxation and deductions:**

All of the amounts indicated are gross amounts and will be subject to deduction of tax at source as per the prevailing laws of India.

(iii) **Changes and Revisions to Compensation**:
Any changes/revisions to your compensation package as decided by the Management, or any rules framed in this regard by the company, will be applicable and will be considered to be part of the terms and conditions of your service agreement.

IV Other Terms and Conditions

(A) You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

(B) Accordingly, you undertake that:
(i) You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company,

(ii) You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company

(iii) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

(C) Notice of termination of employment will be 1 month notice in writing or 1 month's basic salary in lieu of notice from either party subject to the approval of the Management during the Traineeship period of 1 year. After the successful completion of your traineeship period the notice period shall be changed to 3 months in writing or 3 month's basic salary in lieu of notice from either party subject to the approval of the Management.

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(D) The Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

(i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;

(ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

(iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

Assuming that you find the aforesaid terms and conditions of your employment to your satisfaction, I request you to accept the offer by signing a copy of this letter and returning the signed copy to us. A detailed agreement of employment will be separately issued to you upon your joining the company.

Yours sincerely,

Signatures:

(Authorized Signatory: Ravikanth Uppaluru : **Plant Head**

Date: 10-Jul-2023 Place: Indore

In acceptance of the proposed offer, as above –

Name- Mr. Ayush Hali

Date: Place:

RALSON TYRES LIMITED

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Works: Plot No. 52 to 60, Smart Industrial Park
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

Date : 10-Jul-2023

Name - Mr.Prabhuparinda Swain
Add: Orissa
Phone number - 7894557655 / Email ID - swainprabhuprabina@gmail.com

Subject: Offer for the position of Engineer Trainee(ET).

Dear Mr. Prabhuparinda,

It is our pleasure to extend to you the offer to take up employment with Ralson Tyres Limited as per the following terms and conditions:

I Expected Date of Joining: 19-Jul-2023 or any other date as mutually agreed in writing within a week of the date of this offer.

II Designation, Roles and Responsibilities

(A) As **"Engineer Trainee(ET)"**, you will be primarily responsible for:

a) Should have Strong fundamentals and willingness to learn and grow in a fast-paced & ever-changing work environment.
b) Should be able to understand the manufacturing process and the jobs which are assigned by the supervisor, and each job has to be done with utmost dedication with a high degree of Safety and Quality measures while having true and transparent communication with thesupervisor.
c) For each job assigned the mind set should be of regular improvement, generating new original ideas to improve the productivity of the outcome and also having practical involvement to each activity.
d) Should be able to collect data as per guidance received from the Supervisor, analyse the data collected, make summary reports & presentations for the management which are having clear picture of issues, requirements and improvement Ideas.
e) Should be highly Agile in terms of Time & Workload management for any Job requirement within the section or to support other sections as per the instructions received by the supervisor
f) Any other responsibilities as may be assigned to you from time to time that may be required for the successful commissioning and smooth operations of the Company.

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(B) The position will be based at Pithampur near Indore.

(C) Your services may be transferred to any part of the country or abroad, either within the company or to any of its affiliates, sister concerns or subsidiaries during the course of your employment.

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Medical and Conveyance Allowance	4,167	50,000
Special Allowance	1,575	18,900
	20,908	2,50,900
Reimbursements		
Mobile & Internet Reimbursement	1,000	12,000
Retirals & Benefits		
Provident Fund* (Employer Contribution)	1,300	15,600
Gratuity (as per Act)	521	6,250
LTA (Leave Travel Allowance)	2,000	24,000
	3,821	45,850
Performance Based Pay (PBP)		
Potential Variable Pay* (Annual)	1,354	16,250
Total Cost to Company	27,083	3,25,000

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*Reimbursements - subject to valid proofs/applicable laws

*PBP - As per Company Policy

*Medical Insurance as per Company Policy

(ii) **Taxation and deductions:**

All of the amounts indicated are gross amounts and will be subject to deduction of tax at source as per the prevailing laws of India.

(iii) **Changes and Revisions to Compensation**:
Any changes/revisions to your compensation package as decided by the Management, or any rules framed in this regard by the company, will be applicable and will be considered to be part of the terms and conditions of your service agreement.

IV Other Terms and Conditions

(A) You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

(B) Accordingly, you undertake that:
(i) You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company,

(ii) You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company

(iii) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

(C) Notice of termination of employment will be 1 month notice in writing or 1 month's basic salary in lieu of notice from either party subject to the approval of the Management during the Traineeship period of 1 year. After the successful completion of your traineeship period the notice period shall be changed to 3 months in writing or 3 month's basic salary in lieu of notice from either party subject to the approval of the Management.

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(D) The Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

(i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;

(ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

(iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

Assuming that you find the aforesaid terms and conditions of your employment to your satisfaction, I request you to accept the offer by signing a copy of this letter and returning the signed copy to us. A detailed agreement of employment will be separately issued to you upon your joining the company.

Yours sincerely,

Signatures:

(Authorized Signatory: Ravikanth Uppaluru : **Plant Head**

Date: 10-Jul-2023 Place: Indore

In acceptance of the proposed offer, as above –

Name- Mr.Prabhuparinda

Date: Place:

Strictly Confidential

Date: 29 March 2023

Dear Abhisek Mohanty

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS
ORE TO METAL

Great Place To Work. Certified MAR 2023 - MAR 2024 INDIA

Compensation Scheme

Compensation break-up for " ABHISEK MOHANTY ", 55022841- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

Strictly Confidential **Date: 29 March 2023**

Dear Brundaban Dalei

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

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5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS
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Compensation Scheme

Compensation break-up for "BRUNDABAN DALEI ", 55022843- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

SHYAM METALICS
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Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Chaitanya Lakra,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)

2. Copy of Aadhar card & Pan Card

3. Soft copy of passport size photograph

4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Chandan Kumar Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Chinmay Sahoo,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Chinmaya,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Chinmaya Nayak

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Chinmaya Nayak

Bangalore

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Ms. Chinmayee Dutta
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Chinmayee,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

C2 - Restricted

sopra steria

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Chinmayee,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee.**
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai.** However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

The validity of this offer is subject to your joining us on or before **August'23.**

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Debabrata Pati,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Debabrata Si
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Debabrata,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023**. You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

CONTATA

A-37, Sector-4
Noida (U.P) 201301, India
Tel: +91 (120) 2544932,4352924

Contata/HRD/Offer/Nov/22

November 08, 2022

Mr. Debadan Mohanty
B.Tech (CST) - 1901289269
Trident Academy of Technology

Subject : Offer of Employment

Dear Debadan,

With reference to your discussion for suitable opening in our organization and further development, we are delighted to offer you an appointment in this company. The terms of the offer are mentioned below.

1. You shall be designated as **"Trainee".**
2. Your Total Cost to the Company (CTC) shall be **Rs.4,50,000/-** (Rupees Four Lacs & Fifty Thousand Only) per annum at the time of joining. It will be revised between Rs.5,00,000/- & Rs.5,50,000/- after successful completion of your probation period depending on your performance.
3. You will be on probation for the first Six (6) months of your joining. Based on the performance management may reduce/ extend your probation period.
4. You will also be required to execute service agreement for two years from the date of confirmation.
5. You will be governed by the policies, procedures and rules of the organization after joining.
6. This offer is contingent on a successful verification of your references and information given therein.
7. You are requested to join on or before **July 03, 2023**. This offer is valid till this date only.
8. On the day of the joining, you are requested to report to these Human Resource Department by **10:00 am** for fulfillment of your joining formalities, along with the set of documents listed below. After verification the originals will be returned to you by the organization.

   - Copies of Educational Certificates (class 10th onwards).
   - Copies of Mark sheets and Grade Cards.
   - Provisional Degree Certificate.
   - Character Certificate from the institute last attended.
   - Copy of Date of Birth Certificate.
   - Copy (of relevant pages for identification and valid visa) of your passport.
   - Four passport size photographs.

Please return a copy of the letter, duly signed as a token of your acceptance of the offer, latest by **November 11, 2022.**

Contata Solutions provides a challenging and rewarding career ensuring a high level of job satisfaction with ample opportunities for career growth & development. We are confident that our association will prove to be mutually beneficial.

Your sincerely,
for **Contata Solutions Pvt. Ltd.**

I accept the terms of the offer. I will join duty on 03-July-2023

(Signing Authority)

ICICI Lombard
Nibhaye Vaade

Date: 07/14/2023
Debashish Sahu
Sector - 2, Dwarka
Delhi - 110075.

Dear **Debashish Sahu**,

Subject: **Letter of Appointment**

With reference to your acceptance of the offer of appointment dated **07/14/2023**, we are pleased to appoint you in the services of ICICI Lombard General Insurance Company Limited on the terms and conditions detailed in this letter.

You will be designated as **Unit Sales Manager - Agency** in Grade **VB** and your initial posting will be at location **Pune Pimpri** in **SME Agency** vertical.

The present designation is subject to change depending upon work assignment from time to time.

Your appointment in the company is subject to transfer to any of the job/office locations of the Company at its discretion.

You will be governed by the terms and conditions including but not limited to those contained in Annexure I to this letter and the policies and practices prevalent and adopted by the company from time to time.

Details of your compensation structure are mentioned in Annexure II to this letter.

Your compensation can be restructured at any time protecting the gross salary

Please sign and send us the duplicate copy of this letter with annexure as a token of your acceptance of the appointment.

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

Yours Sincerely,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

Encl: Annexure – I
Annexure - II

ICICI Lombard
Nibhaye Vaade

Annexure I

1. PROBATION / CONFIRMATION

1.01 You will be on probation till 01/14/2024 or such extended period as may be decided by the Company, based on your satisfactory performance during the probation period.

1.02 On satisfactory completion of the probation period, including that of extended period, if any, your services will be confirmed in writing. Unless and until confirmed in writing by the Company, you will be deemed to be on probation.

2. PLACE OF WORK

2.01 Your initial posting will be as mentioned in the letter of appointment. The Company shall have the right to transfer your services to any of its departments / offices / job locations or depute your services to any of its sister concerns or group entities as the Company deems fit and proper. In case of such transfer/deputation, the terms and conditions of your employment including the gross salary and benefits etc. as stated elsewhere in this letter will continue to remain applicable.

3. MEDICAL FITNESS

3.01 Your appointment and your continuation in employment is subject to your medical fitness for employment in accordance with the prevailing standards set by the Company. The Company will have the right to get you examined/re-examined by its recognized Medical Practitioner(s), whose findings and opinion shall be considered final and binding to this effect.

4. CONFIDENTIALITY

4.01 During the course of or consequent to cessation your employment, you will not divulge or part any confidential information which you possessed or acquired during your employment with any person including but not limited to any individual or entity whether internal or external to the organization. Confidential information would mean and include your personal employment details such as your compensation, rating, increment, hierarchy etc. and organization details such as structures, strategies, forms, procedures, means and methods devised or deployed by the company in its function and/or operation.

5. TERMINATION OF SERVICE

5.01. In case particulars mentioned in your application are found false, not authentic or without documentary proof to the satisfaction of management, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

5.02 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice and you will lose lien on the job unless you :
- Return to work within 8 days from the commencement of such absence, and
- Give an explanation to the satisfaction of the Management regarding such absence.

5.03 During probation, the Company may terminate your services at its discretion without assigning any reason thereof with 45 (forty-five) days prior notice or payment of a sum equivalent to your 45 (forty-five) days salary/remuneration in lieu of the notice period. In case you decide to leave services of the Company during the probation period, you will be required to serve 45(forty-five) days prior notice to the Company or will pay an amount equivalent to 45 (forty-five) days salary/remuneration in lieu thereof.

5.04 Consequent to confirmation, the company may terminate your services by serving 3 (three) months' prior notice or on payment of an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof. In case you decide to leave services of the Company consequent to confirmation, you will be required to serve 3 (three) months' prior notice to the Company or will pay an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof.

5.05 This appointment is being made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or misleading or if any material information is detected by us to have been misrepresented, concealed or suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the Company will have the right to terminate your services at any time without notice.

5.06 With effect of the above and consequent to cessation of your employment you will be liable to duly handover all the assets of the Company under your possession and all the authorities in the form of Letter of Authority, Power of Attorney etc. to the person nominated by the Company for the purpose. Besides, you will also be liable to duly handover your work responsibilities and all the information in the form of knowledge, communication, document etc. pertaining to the works delivered or under progress to the person so nominated by the Company.

6. GENERAL

6.01 Being under employment of the Company, you will adhere to/abide by/subject to the Policies, Guidelines, Practices, Processes and Procedures prevalent or adopted by the Company from time to time including the Information Technology Security policy of the Company.

6.02 You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss or damage of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

6.03 During the course of your employment in the Company, you will not

- Carry out any other business or profession, or
- Get employed by or engaged with any other firm, company or individual, or
- Enter into the services of any entity

For any part of your time, in any form, manner or capacity whatsoever either for profit or otherwise unless with a written consent and approval from the Company through the officer designated and authorized for the purpose.

ICICI Lombard
Nibhaye Vaade

6.04 During the course of your employment in the Company or in the event of cessation of your services due to any reason whatsoever, you shall not directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment/engagement with the Company to join the services of your new employer/firm/company or any other competitor of the company.

6.05 In the event of cessation of your services, due to any reason whatsoever, you shall not join any entity engaged into the business of general insurance, for a period of six months' from the date of such cessation.

6.06 During the course of your services with the Company, you cannot join or be related directly or indirectly to any anti-social outfits or of any outfit which in the opinion of the Government is anti-national.

6.07 While joining the services of the Company and during the subsistence of your employment with the Company, you shall be required to immediately notify the Company with the details of criminal case(s) instituted against you or pending in any Court of Law or any complaint(s)/show cause notice(s) /prosecution(s) by the Police or any other law enforcement agency or by any statutory authority. You will also notify the Company about proceedings and outcome of such Complaint(s) such as filing of Charge sheet / Arrest / Conviction / Acquittal / Discharge etc.

6.08 Company expects resolution of issue(s) relating to your employment, if any, within the framework of the Company internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Any attempt to bring any outside influence - directly or indirectly-upon any authority to further your interest/s in respect of matters pertaining to your services with the Company would amount to breach of employment contract leading to initiation of appropriate action.

6.09 Any act in contravention of the terms herein or any terms or condition relating to your employment in the Company embodied elsewhere including but not limited to the Policies, Guidelines, Rules, Processes, and Procedures or Practices whatsoever would be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action against you.

6.10 In the event of any misconduct, the Company reserves the right to take appropriate disciplinary action as it may deem fit.

6.11 During the course of your services with the Company, you will not take part in any demonstration/agitation against the Company and its official(s) for or on behalf of any external bodies/political outfits - either as a member or as a sympathizer to the cause or the entity.

6.12 You shall intimate in writing to the Company any change of your address within a week's time from the date of such change, failing which any communication sent on your last recorded address shall be deemed to have been served upon you.

ICICI Lombard
Nibhaye Vaade

6.13 Your appointment and your continuation in employment is subject to the receipt of satisfactory report by the Company from the references given by you.

6.14 You will be required to submit necessary certificates in support of your educational/professional qualification, experience and other testimonials including the relieving letter from your last employer (In case you are/were employed).

7. RETIREMENT

7.01 You will automatically retire from the service of the company on attaining the superannuation age of 58 years. Your age mentioned in the birth/school certificates will be deemed to be the conclusive proof of your date of birth.

Yours Faithfully,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

ICICI Lombard
Nibhaye Vaade

ANNEXURE II

Compensation Heads	Rs. per Annum	Rs per Month
Mobile Limit	700	-
Statutory Bonus	16,800	1,400
Conveyance Reimbursement	0	0
Personal Pay	230,526	19,210
Base Pay	121,500	10,125
ESIC (Employer)	0	0
Telephone Reimbursement	0	0
Provident Fund Contribution	14,580	1,215
LTA	0	0
Gratuity	5,844	487
HRA	60,750	5,062
Total	450,000	37,500

- Company contribution towards Provident Fund, Gratuity, ESIC and/or any other statutory benefit is in accordance with the applicable laws.
- Performance appraisal bonus, as per policies and conditions prevalent.
- The above mentioned gross fixed salary does not include Mobile and Business travel conveyance expenses as well as Health insurance, Life Insurance and Group (Personal) Accident Insurance (which would be applicable as per the prevalent Schemes of the Company).

Yours' Faithfully,
For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Vice President - Human Resources

ACCEPTANCE

I hereby accept the terms and conditions as mentioned in the letter.

Date: **Name:**

Place: **Signature:**

TRIDENT

Powered by Google

Trident Group Placements <trident.placement@tat.ac.in>

Fwd: Campus recruitment drive - Bhubaneswar

1 message

Debashish Sahu <debashishsahu95@gmail.com> Tue, Jul 2, 2024 at 4:42 PM
To: Trident Group Placements <trident.placement@tat.ac.in>

---------- Forwarded message ---------
From: **Rutuja Gaikwad** <rutuja.gaikwad@rdcconcrete.com>
Date: Wed, 8 Feb 2023, 6:52 pm
Subject: Campus recruitment drive - Bhubaneswar
To: <debashishsahu95@gmail.com>
Cc: Trident Placement <trplacement@tat.ac.in>

Dear Debasish,

You have been selected for our Management Trainee scheme from the interview conducted at Trident Institute, Bhubaneswar. Heartiest Congratulations. We look forward to joining the RDClian Family. We will inform you about your joining details in May 2023 Probable date would be July to September. Exact date will be intimated later.

You will be paid a stipend of **Rs. 25000/- per month + Retention Bonus of Rs. 1Lakh (Rs.1 Lakh will be paid at the end of successful completion of training for a period of 1 year)** There is no deduction from this amount except profession tax of Rs 200/- per month

Please confirm your acceptance of this offer. If no reply is received by 15th February 2023, the offer will stand withdrawn automatically.

Note: You have to complete"minimum" 1 month pre-placement training with us in our ready mix plant assigned to you. It is compulsory for everyone. This training can be done in June or July months as formal joining will happen in Aug/Sep

During this period of training you will be paid pocket expenses of Rs 10000/- month (All inclusive). In case you do not do this pre-placement training, you will not receive a formal Employment letter.

We will contact you again in May 2023 to ascertain your preferred location for pre placement training.

Best wishes

--
Thanks & Regards,

Rutuja Gaikwad
Team - HR

M: 86579 40540

P: 022 67896726

RDC concrete (India) Pvt Ltd, Mumbai - HO 701, ThaneOne Corporate IT Park, Next to Tatvagyan Vidyapeeth, Ghodbunder Road, Thane (West), 400 610

RDC Concrete
We Promise We Deliver

www.rdcconcrete.com

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Do Write to:

customercare@rdcconcreteindia.com : For Queries / Complaints / Technical Information, related to our products & services

sales@rdcconcreteindia.com: For Sales Inquiries / Customised Product requirements / Concrete Orders

Disclaimer:

This email or attachments may contain confidential information and is intended solely for the use of the named addressee. If you are not the intended recipient, please notify the sender by reply e-mail and delete it from your system and you are prohibited from disclosing, copying, distributing or taking any action in reliance on the contents of this mail. No representation is made that this email or its attachments are free of viruses. Virus scanning is recommended and is the responsibility of the recipient. RDC Concrete (India) Pvt Ltd. accepts no liability for any damage caused by any virus transmitted by this email.

Visit us at http://www.rdcconcrete.com
CIN: U74999MH1993PTC172842

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

Date: 29th December 2022

Dear Debasish Tarai,

PAN No - Bhubaneswar,

India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 4,10,000**(Rupees Four Lakhs Ten Thousand Only). A detailed component wise break up is attached in Annexure- 1.

We would appreciate it if you can start work with us on or before **9th January 2023** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT LTD BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **DEBASISH TARAI**

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 09th January 2023

Name	**Debasish Tarai**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**31,250.00**	**375,000.00**
Salary Stack up		
Basic (50% of CTC)	15,625.00	187,500.00
HRA (40% of Basic)	6,250.00	75,000.00
Medical	1250.00	15,000.00
Conveyance	1600.00	19,200.00
LTA	1302.00	15,625.00
PF Employee Contribution	1800.00	21,600.00
Special Allowance	1622.92	19,475.00
Monthly Gross (A)	**29,450.00**	**353,400.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	1,800.00	46,600.00
Salary (A+B)	**31,250.00**	**400,000.00**
Annual performance Bonus		10,000.00
Annual CTC		**410,000.00**

I accept.

DEBASISH TARAI

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Ms. Debasmita Dey
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Debasmita,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Debiprasanna Pattanaik,
Address: S/O- Naresh Kumar Pattanaik,
Bidyut Club, Whirlpool Servicing Centre,
Samantarapur, Khurda,
Pin code- 752055

Date: 01/02/2023

Dear Debiprasanna,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.** Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

iServeU Technology Pvt. Ltd.
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Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Debiprasanna Pattanaik** Sign:
Date:
Place:

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Letter of Intent-Final Placement

Date: January 13, 2023

Dear Deepak Kumar Dash,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

Position-Executive–Client Servicing (FSF)
CTC- 4,00,000/-LPA
Location–Pan India

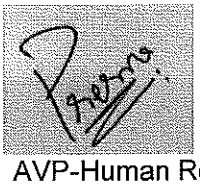
An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Prerna Haleja



AVP-Human Resources

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Documents required for issuing the offer letter

We request you to send the below listed documents at somya.mathur@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card*(Please apply if you do not possess one and share acknowledgement with us)*
2. Aadhar Card *(Please apply if you do not possess one and share acknowledgement with us)*
3. Valid Driving License and 2-Wheeler RC
4. 10thMarksheet
5. 12thMarksheet
6. All semester wise marksheet for Graduation *(in case of any backlog, please share all marksheets)*
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms. Somya Mathur@9889065631.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Deepak Kumar Dash
15-01-2023

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Deepak Kumar Gouda
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Deepak,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

Argusoft India Ltd.

Argus

Sep 28, 2022

Letter of Intent to Offer

Dear Deepak Kumar Singh,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArguSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rdt July 2023. This offer is subject to the successful completion of the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 7.12 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Sep 29, 2022 , as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,

For ArguSoft India Ltd.

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/344

18 January 2023

To,
Ms. Dharashree Pattanayak
Permanent Address: D/O - Pradeep Kumar Pattanayak,
ITI Chhak, FM Nagar, Balasore,
Odisha - 756001

Reference- Candidate ID-534
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Ms. Dharashree Pattanayak,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to "**Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Dibya Jyoti,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Dibya Jyoti Patra

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Dibya Jyoti Patra

Bangalore

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Dibya Jyoti Sahoo,
Address: S/O- Kishore Kumar Sahoo,
AT/PO- Harianta,Via- Gobindpur,
Dist- Cuttack, Odisha,
Pin code- 754003

Date: 01/02/2023

Dear Dibya,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:
Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:
Your place of employment will be **Bhubaneswar.**

10. POLICIES:
You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:
The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.
You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.
You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:
The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

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Email: info@iserveu.in | Web: www.iserveu.in

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Dibya Jyoti Sahoo** Sign:
Date:
Place:

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Dibya Prakash Panda
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Dibya,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Dibya Jyoti,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

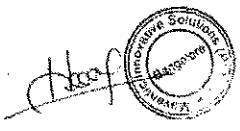
In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,



Authorized Signatory

I hereby accept the Developer Trainee offer

Dibya Jyoti Patra

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Dibya Jyoti Patra

Bangalore

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Dibyajyoti Patra

OFFER LETTER

Dear Dibyajyoti,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer - Technology.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

digit
BACKED BY FAIRFAX

Annexure A
Compensation Entitlement Sheet

	Monthly	Annual
Basic Salary	11,667	140,000
HRA	4,667	56,000
Education Allowance	200	2,400
LTA	972	11,662
Statutory Bonus	972	11,662
Special Allowance	12,495	149,942
Gross Salary	**30,972**	**371,666**
Employer Contributions		
EPF	1,800	21,600
ESI	0	0
Gratuity	561	6,734
Fixed Compensation	**33,333**	**400,000**
Variable Pay		**50000**
Annual Cost to Company		**450,000**

Deductions:

EPF	1,800	21,600
ESIC	0	0
PT Deduction	200	2,500
Net Pay	**28,972**	**347,566**

*TDS deduction is subject to taxable income.
** Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee can earn up to 200% of the variable pay. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.
*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Dibyajyoti Patra

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1086 **Date: 16.02.2023**

MR. DINESH SHARMA,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(DINESH SHARMA)

CTC				
NAME		**DINESH SHARMA**		
DESIGNATION		GRADUATE ENGINEER TRAINEE II		
LOCATION		KOLKATA OFFICE		
QUALIFICATION		B. E. (M) - 2023		
DOB		22 YEARS		
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1087 **Date: 16.02.2023**

MR. PRABIN KUMAR BISOYI,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

Accepted by

(PRABIN KUMAR BISOYI)

CTC				
NAME			**PRABIN KUMAR BISOYI**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
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b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
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h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Strictly Confidential **Date: 29 March 2023**

Dear Durga Prasad Bahl

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS™
ORE TO METAL

Great Place To Work. Certified MAR 2023 - MAR 2026 INDIA™

Compensation Scheme

Compensation break-up for "DURGA PRASAD BAHL ", 55022844- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

ASCENDION

07 August 2023

LETTER OF OFFER

Dear Gayanswini,

We are pleased to extend an offer for the position of the **Associate Talent Specialist** with Ascendion Engineering Pvt. Ltd. Your anticipated start date is 07 August 2023.

Compensation details

Gross Annual Remuneration (CTC): ₹2,88,000 per annum / ₹24,000 per month. Please refer to Annexure A for a comprehensive breakdown of your salary.

First Salary Revision: Your CTC will be revised to **₹ 3,60,000 per annum/ ₹30,000 per month** and your designation will change to Talent Specialist upon successful completion of the probation period. The revision will take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Second Salary Revision: Your CTC will be revised to **₹ 4,50,000 per annum/ ₹37,500 per month** upon successful completion of one year from the date of joining, subject to applicable policies. This revision will also take effect from the first day of the subsequent month and will not apply to employees serving their notice period and/or upon role change.

Location

You are being appointed to our Vadodara (CH2) Ascendion Engineering Pvt office. However, relocation to any of our global locations may be required based on the business needs of Ascendion Engineering Pvt. Ltd.

General Provisions

Your employment will be governed by the current and future policies, rules, and guidelines of Ascendion Engineering Pvt. Ltd. This offer letter represents an intent to make an employment proposition and will be deemed concluded only upon acceptance of appointment letter provided at the time of joining, along with the submission of all required documents to HR Team.

Kindly ensure submission of all relevant documents and successful completion of background checks and pre-employment medical tests, as your employment is contingent upon these.

The terms and conditions of your employment with Ascendion as stated in this offer of employment letter supersede any prior representations made verbally or in writing during any meetings or interviews with any Ascendion employee or representative. By signing this offer letter, you acknowledge, understand, agree and accept these terms and conditions as stated. Ascendion is not obligated to offer you any other remuneration, benefit entitlement or perquisite not stated herein.

We appreciate your decision to join Ascendion and look forward to a mutually rewarding partnership.

Best Regards,

For Ascendion Engineering Private Limited (formerly known as Collabera Services Private Limited)

Brijitha Prasanth
Senior Director - Human Resources

ASCENDION

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Gayanswini Nayak
Designation: Associate Talent Specialist
Location: Vadodara (CH2)

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	15000	180000
Bonus	1900	22800
House Rent Allowance	5300	63600
Conveyance Allowance	0	0
Education Allowance	0	0
Leave Travel Allowance	0	0
Management Allowance	0	0
GROSS SALARY (A)	**22200**	**266400**
Company's Contribution to PF	1800	21600
Company's Contribution to ESIC	0	0
TOTAL DEFERRED BENEFITS (B)	**1800**	**21600**
TOTAL CTC (A + B) = C	**24000**	**288000**
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	1800	21600
Employees' Contribution to ESIC	0	0
TOTAL EMPLOYEE DEDUCTIONS (D)	**1800**	**21600**
NET TAKE HOME (A - D)*	**20400**	**244800**

*Note:

1. **Net Take Home Salary:** Your net take-home salary will be further reduced by deductions for Professional Tax and TDS (Income Tax on Salary).
2. **Provident Fund Contribution:** In compliance with statutory requirements, the company will contribute 12% of your Basic salary to your Provident Fund account. An equal amount will be contributed by you, which will be deducted from your monthly gross salary.

I, Gayanswini Nayak Accept the Offer and Confirm to Join On

or Before : 07 August 2023

Gayanswini Nayak

Brijitha Prasanth
Senior Director – Human Resources

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Ms. Geetanjali Mishra
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Geetanjali,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 01/10/2022

Dear Mr. Gourab Prasad Rout

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **November 15, 2022**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **November 15, 2021.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Gourab Prasad Rout

Signature

Sign this offer letter email to : yogeshkataria@rediffmail.com

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Gourab Sahu
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Gourab,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023**. You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

Date : 16-Jun-2023

OFFER LETTER

Dear **Mr. Gulshan Kumar Chandra**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**11-Jul-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MULUND (THANE)**
Location	:	**MULUND (THANE)**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MULUND (THANE)**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **11-Jul-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Doli Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29190MH2002PTC136106
+91 9540 666 666
+91 1600 120 3473
+91 120 4223473

Annexure - A

NAME : **Gulshan Kumar Chandra** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **11-Jul-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**20500**
House Rent Allowance		**4100**
Sub Total A		**24600**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5330**
Sub Total B1		**5330**
Gratuity****		**1010**
Sub Total C		**1010**
Total Salary Package (A+B+B1+C)		**30940**
Total Salary Package Per Annum		**371280**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**29780**	**357360**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

bookingjini

REF.NO. :BJ/HR/30-03-2023 *March,30, 2023*

Mr. Gurudutta Baral

S/O - Pratap Kumar Baral

Kusunpur, Chandol,

Cuttack, Odisha-754208

guruduttabaral2001@gmail.com

Contact No- 773-5786-180

Dear Gurudutta,

RE: OFFER FOR THE POSITION OF **Pre Sales Executive**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the above position on the terms and conditions discussed and finalized with you. Your Cost to Company will be **Rs.1,80,000 (One Lacs Eighty Thousand Only)** Per Annum.

As discussed, you should join duties on or before **03.04.2023**. At the time of your joining, you would be required to submit the following:-

a) Certified true copies of your education/professional qualifications.
b) PAN Card Original & Photocopy
c) Aadhar Card Original & Photocopy

PROBATION:

You will be on probation for a period of six months from the date of joining. Upon successful completion of the probation, your employment will be confirmed in the permanent roll of the company.

DRESS CODE:
Monday White formal & Saturday Black,Employees are expected to dress appropriately as per The occasion.

bookingjini

HOURSE OF WORK:
A normal work week comprises six days(Monday to Saturday).Normal working hours are 48 hours per week excluding break.

TERMINATION:

1 Your employment with the company within your confirmation period can be terminated on notice by either side. The notice period is one month at your level during this period.

2. Your employment with the company after your confirmation can be terminated on notice by either side. The notice period is two months at your Level.

3. The company alone, at its discretion may opt to make/accept payment in lieu of notice period which will be calculated based on the monthly gross salary.

4. In the event the employment termination by Bookingjini for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.

On joining, you may please meet **Ms.Sagarika Patra** On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties.

Your initial posting will be in **Bhubaneswar** however you may be transferred to any other office locations of Bookingjini in India or abroad.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Thanking You
Yours Faithfully
For Bookingjini Labs Private Ltd

I ACCEPT

Signing Authority

bookingjini

SALARY ANNEXURE

Particular		Amount in INR	
		Per Annum	Per Month
1	Basic Salary	18,000	1,500
2	HRA	1,800	150
3	Special Allowances	14,006	1,167
4	Conveyance Allowance & Medical Reimbursement	120,508	10,042
6	Gratuity	866	72
5	**Sum**	**155,180**	**12,932**
7	PF - Employee's Contribution	2,160	180
8	PF - Employer's Contribution	2,160	180
9	Professional Tax	2,500	208
10	**Total Fixed Salary**	**162,000**	**13,500**
11	Variable Salary	18,000	1,500
12	**Cost To Company**	**180,000**	**15,000**

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Hara Prasad Patra,
Address: S/O- Hata Kishore Patra,
Bhimatangi HB Colony, Phase-II, A/L-86,
Bhubaneswar, Odisha
Pin code- 751002

Date: 01/02/2023

Dear Hara Prasad,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

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8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

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Infocity, Patia, Bhubaneswar – 751024
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iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Hara Prasad Patra** Sign:
Date:
Place:

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Mr. Haraprasad Rath
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Haraprasad,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

C2 - Restricted

sopra steria

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Harapriya,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee.**
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai.** However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

The validity of this offer is subject to your joining us on or before **Augusf'23.**

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**

Vinni Chadha

Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

KOVAIR

Ref. no. KSPL/22-23/HR/OFF/343

18 January 2023

To,
Mr. Hardhik Maharana
Permanent Address: S/O - Jachindra Kumar Maharana,
Plot No - 584, Saheed Nagar, Bhubaneswar,
Odisha - 751007

Reference- Candidate ID-545
Kovair campus recruitment January 2023

Subject: Offer of Employment

Dear **Mr. Hardhik Maharana,**

With reference to your application with us, you have successfully completed our initial selection process and we are pleased to issue you the "Employment Offer" with Kovair Software Private Limited, herein after referred as 'KSPL' or the 'Company', as per the terms and conditions mentioned below.

Terms & Conditions of the employment offer:

1. **Pre-joining Training cum internship**

On accepting this offer, you shall be required to attend the training program as shall be advised by the Company.

This training period shall be between February 2023 till the end of June 2023. During this training you will be required to successfully complete various online courses for relevant technology, do projects and Company's product-based technical training. During this period, you shall be assessed from time to time on your performance.
The training shall consist of online sessions at regular intervals by our team on the related topics, projects and attending Kovair Kolkata office at regular intervals for project submission and or assessments.

The training schedule, in details, shall be shared with you by the Human Resource Department, in appropriate time.

Stipend:- You shall be paid a stipend of **Rupees Five Thousand only per month** during your training period.

Appointment:- Your appointment in the Company shall be subject to you successfully completing and qualifying the training, i.e. based on your satisfactory performance only.

2. **Date of Joining**

You shall be required to join Kovair on and from **Monday, 3rd July 2023.**

3. **Probation Period**

You will generally have a probation period of six months from the date of your joining.

4. **Position and Emolument**

On joining the Company, you will be offered the position **"Software Engineer Trainee" under band 4**, through your probation period. Upon your service confirmation, you will be designated to **"Software Engineer" in band 5, along with a revision in your emoluments as given below.**

During your probation period, you will be entitled to a **gross annual CTC [Cost To Company] of Rs.350,000/- p.a. (Rupees**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

KOVAIR

three lakhs and fifty thousand only per annum) and after your service confirmation, you will be entitled to a **gross annual CTC of any figure within a range of Rs.375,000/- p.a. (Rupees three lakhs and seventy-five thousand only per annum) to Rs.500,000/- p.a. (Rupees Five lakhs only per annum), depending upon your performance evaluation.**

The detailed breakup of the CTC will be given at the time of joining. The CTC is subject to taxes and other statutory deductions as applicable.

5. Service Confirmation

At the end of the probation period and based on your successful performance evaluation only, you will be confirmed in your service with the Company. Your confirmation will be notified to you in writing by the management. Please do not consider yourself to be confirmed in the service until you are notified by the management.

6. Job Responsibilities

Your initial job responsibilities will include all such efforts required for your position as the Software Engineer in any of the departments in Development / Quality Assurance / Solutions & Services / Technical Support. In consultation with you, You may be assigned additional and different tasks based on your capabilities, from time to time.

You may be transferred to a different location for the job assigned to you or may be required to make business travel based on your job. In such a case, a separate allowance as applicable to your band, shall be provided to you.

7. Notice of Separation

The Company may have the option to terminate this employment with a 15 days' notice period while you are in the probation period or 60 days after confirmation, irrespective of any service continuity agreement. However, you may also choose to discontinue this employment while you are not under any service continuity agreement, by providing a notice of 60 days in written to the management.

The Company may decide to make a notice payment instead of the notice period to you. Company may also have the option to require you to work through all (or partly) of the notice period. Any violation of the notice period from your end may result in the Company not granting a Release Certificate. These provisions shall not prevent KSPL from terminating your service without any notice, irrespective of any service continuity agreement, for non-performance or serious misconduct by you at any point of time during your service.

8. Agreements Required

You will be required to understand, sign and accept a) the appointment letter at the time of joining, and b) the service-level agreement, and c) the Employee proprietary information and inventions agreement at the time of your accepting the offer.

9. Other Points to Note

- Your employment will be subject to your qualifying your final degree examination.
- You will be governed by the Terms and Conditions of the Services, as applicable for the employees of your band in the Company and as amended from time to time.
- You will be required to accept and abide by the Company policies, employee rules of conduct, and guidelines at the time of your joining and as amended from time to time.
- This offer and the subsequent appointment and your entire service, at any point of time, are effective subject to your being found medically fit. The management shall have the right to get you medically examined periodically or any time by a registered medical practitioner of their choice, whose opinion on your medical fitness or otherwise shall be abiding on you.

For KOVAIR SOFTWARE PRIVATE LIMITED

Director

KOVAIR

- This offer is based on the information provided by you. In case any of the information furnished from your end is found to be invalid or if any information is found not to have been disclosed, your appointment shall be liable to termination forthwith by the Company without any notice or salary.

10. Documents Required

In addition to the above-mentioned points, in order to accept this offer you are required to:

- Provide KSPL with a written acceptance of the offer duly signed and submitted by you to the HR at Kovair Kolkata office, in person, along with the following documents:
    - All relevant testimonials, as per your resume, should be brought in original for verification
    - Self-Attested photocopies of the original documents
    - Service-level agreement duly signed by you
    - Employee Proprietary Information and Inventions agreement duly signed by you
    - Hardcopy of your updated and detailed resume, duly signed by you

You are also required to submit the following documents at the time of acceptance of the offer:

- Any document validating your residential address
- A copy of Pan card
- One passport size copy of your recent photograph
- A copy of your Government registered photo identity card

You are requested to return the attached duplicate copy of this letter duly signed as a token of your receipt and acceptance of the above terms and conditions of the offer.

Yours sincerely,
For **Kovair Software Pvt. Ltd.**

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

Shibaji Gupta- Director

For KOVAIR SOFTWARE PRIVATE LIMITED
Director

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Harekrushna Sahoo,

We are pleased to inform you that you are selected for the position of " **Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **15th March, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

Date: 27th October 2022

S.No:ZT-FT201022-30

Name- Himanshushekhar Dinabandhu Swain

Address - Trident, Bhubaneswar

Dear Himanshushekhar Dinabandhu Swain,

Subject: Offer of employment for the position of "Trainee Engineer".

Congratulations! We are pleased to offer you employment in **ZeTechno Products & Services Pvt Ltd.** as ***"Trainee Engineer"*** I am sure you will be delighted with the benefits and opportunities that ZeTechno provides you.

1. You will need to do your internship for a period of **Three** months at **ZeTechno.** You will be paid a consolidated monthly remuneration of INR **20,000/-** (Rupees Twenty Thousand only). Your internship **start date will be informed to you soon.** You will be working from Monday to Saturday (6 days a week) during your internship.
2. After successful completion of the internship, you will join ZeTechno as a full-time employee.
3. You will be entitled to an annual Cost to Company (CTC) of **INR 4,93,834/- (Rupees Four Lakhs Ninety Three Thousand Eight Hundred and Thirty Four only per annum).** Your tentative date of joining as a full-time employee will be communicated to you after successful completion of your internship.
4. You will be provided with a comprehensive appointment letter on the day of joining as full-time employee.
5. Your individual remuneration is solely a matter between yourself and the Company and details in this letter must not be disclosed and/or discussed with others.
6. Your promise of staying with the company for a **minimum period of Twenty four (24) months of full time employment** is taken into consideration while issuing this appointment order. It is required that you stand by your commitment. During this period, you will be eligible for salary revisions as per the company rules and practices. In case you must leave the company on your own accord before completing the mandatory period of Twenty four months, you will (a) need to adhere to minimum prior notice period, and (b) need to pay the company an amount equivalent to your six months latest drawn gross salary.

7. **Expectations:**
   - You will use all the available resources to learn and upskill your technical knowledge and be ready to be deployed within the stipulated time on the projects (Internal/external).
   - You would develop and deliver customer's requests with the ServiceNow platform capabilities and APIs.
   - Perform reviews and do unit testing.
   - Participate in Scrum meetings

8. **Benefits in hoard for you:**

   - You will be paid a joining bonus of **Rs.25,000/-** along with the first month salary.
   - If you relocate to Hyderabad within the first month of joining, you will be paid **Rs.10,000/-** as relocation assistance to move to Hyderabad.
   - You will also be entitled for **Health Insurance, PF, Retention Bonus, Referral Bonus, Certification Reimbursement etc.**
   - You will be eligible for 12 days of earned leave and 6 days of casual/sick leave prorated from your date of joining. You will also be eligible for 10 days Company paid holidays as outlined in the company holidays list.

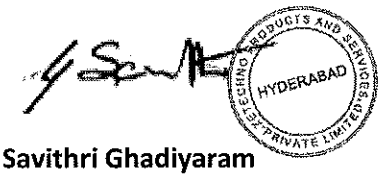
You shall have to enter into a separate **Employment, Confidential Information, and Non-Disclosure Agreement** with the Company on the day of joining.

You will need to submit the Xerox copies of all educational qualifications, ID address proofs along with five passport size photographs at the time of joining ZeTechno.

We take pleasure in welcoming you to ZeTechno and sincerely hope that your stint of employment with us will be long, pleasant and mutually beneficial. We are confident, you will make a significant contribution to the success of the organization.

Please sign a copy of the offer letter and return to us as a token of your acceptance.

With Best Regards,
ZeTechno Products and Services Pvt. Ltd.



Savithri Ghadiyaram
Manager - HR

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Ipsita Beura,
Address: D/O- Deba Kalyan Beura,
Plot No- A-1049/3083, Lane- 3, Satabdi Nagar,
Baramunda, Odisha,
Pin code- 751003

Date: 01/02/2023

Dear Ipsita,
Re: **Appointment for the position of "Software Engineer-Trainee"**

We refer to your application for the post of **"Software Engineer-Trainee"** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**. Your employment with us willbe governed by the terms & conditions as per our company's policy at present and amended from time to time.
Below are the important terms & conditions of your appointment:

1. You will be starting your internship period in iServeU as a **"Software Engineer-Intern"** for a period of 3 months starting from **01/02/2023.** The training period may be extended depending on the assessment of your performance during the internship. Within the training period, the company has the right to terminate your employment with or without notice without stating any reason, including but not limitedto non-performance, misconduct, in-disciplinary conduct etc.

2. During the internship period you will receive a monthly stipend of **Rs. 10,000 p.m.** The confirmation of your employment with the Company as a full-time employee shall be subject to your satisfactory performance during the training period. Your salary in case you get confirmed as full-time employee will be as per CTC Annexure mentioned in the offer letter. On successful completion of internship you will be offered to join iServeU Technology as **Software Engineer-Trainee.**

3. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
   Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:
   a. All such duties may be delegated to you by the Company and comply with directions as your supervisor may assign from time to time.
   b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee,agent, promoter or investor either for the part time or full time in any capacity.

4. **MANDATORY SERVICE CUM NON-DISCLOSURE AGREEMENT:**
   On acceptance of this offer cum appointment letter, you acknowledge that from the date of joining, you have to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, on a Non-Judicial stamp paper valid for a period of two (2) years from the date of joining in the role of

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Software Engineer-Intern / Software Engineer-Trainee.

You agree to serve the company for a period of two years inclusive of the internship cum training period of 3 months. This NDA shall be valid and govern the terms of your employment for a period of two (2) years.

5. PROBATION:

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation"). You agree that the probation period shall commence immediately after successful completion of internship period with the company and communication received regarding appointment as full-time employee with the company.
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
d) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, in any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

6. COMPENSATION:

a) During the internship period, you'll be entitled to a stipend as mentioned in clause number 2 of the agreement.
b) During your full-time employment tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to $1/12^{th}$ of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is shared separately.
c) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

7. LEAVE:

During the internship period you are not entitled to any leaves. After successfully getting absorbed as full-time employee you will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

8. EMPLOYEE BENEFITS:

Applicable only after you are confirmed as full-time employee post your internship period. You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy ofthe company.

9. LOCATION:

Your place of employment will be **Bhubaneswar.**

10. POLICIES:

You will abide by the policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under the Maternity Benefit Act 1961 and subsequent amendments.

11. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate terminationof employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may haveinterest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you maycome across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

12. TERMINATION OF SERVICE:

The Employee should be aware that the company at its sole discretion considers you for this full time employment after completion of your internship. Considering this offer letter the company has deployedits manpower and financial aspect to onboard you and give you ample amount of training for your sake of knowledge enhancement and career growth as well. Hereby the company wants to inform you that incase your willingness to work in the organization is not extending for any of the reasons in that scenario the company has full right to claim such training cost, financial losses due to breach of this offer cum appointment letter.

Every intern and full-time employee will have to serve up to one (1) month and three (3) months' notice period (must) respectively, whoever willingly want to resign from the current designation at any point of time or three months emoluments in lieu thereof to the Company apart from such reasonable compensation calculated in accordance to substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. Similarly, it shall be on the discretion on the Company to release you at any time during the notice period on payment of the remaining emolument accrued over the period of notice (3 months) coupled with such compensation arising from substantial financial losses, inconvenience, loss of resources, training cost, man hours etc. incurred to the Company.
It will be discretion of the Company to discontinue your services by giving fifteen days - three months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever. In case of misconduct or any in disciplinary behaviour the company shall immediately terminate your service with any due notice and the company shall not be liable to pay any emoluments with respect to the misconduct of your own.

13. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not upto 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 herein.

14. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. The company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

15. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

16. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force orapplicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signingthe duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: **Ipsita Beura** Sign:
Date:
Place:

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 27-Jul-2023

To,
Ms. Jachanika Sethy,
D/O Mr. Karunamayee Sethy,
Deula Sahi, Tulasipur
Cuttack -753008,Odisha

Dear **Ms. Jachanika Sethy,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai** Office, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **01-Aug-2023** and you are requested to join on or before **01-Aug-2023.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

FSS
POWERING PAYMENTS

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

Financial Software & Systems (P) Ltd
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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Ms. Jachanika Sethy**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

R. Mohan

Mohan R
Associate Vice President - HR

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Siruseri, Navalur, Chennai, TN - 603 103, India
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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

Financial Software & Systems (P) Ltd
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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Jachanika Sethy**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1103 **Date: 16.02.2023**

MS. JANGYA PRAKASINI ROUT,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Madam,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of "**GRADUATE ENGINEER TRAINEE II (P&M)**". You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(JANGYA PRAKASINI ROUT)

CTC				
NAME			**JANGYA PRAKASINI ROUT**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15

Date: 05-11-2022

To,
Ms. Janhabi Swain
Bhubaneswar
Odisha

OFFER LETTER

Dear Ms. Janhabi,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

TPNODL/HR/2023/REC-173 **Date: 04-Sep-2023**

Juvin Jashwant Sundaray,
Bhubaneswar,
Odisha,
Pin-751016

Dear Juvin Jashwant Sundaray,

Sub: Offer of appointment at TP Northern Odisha Distribution (TPNODL) as "Graduate Engineer Trainee"

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of **TP Northern Odisha Distribution Limited (TPNODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Graduate Engineer Trainee

2. COMPENSATION

Your progress will be evaluated and increment in your salary will be subject toyour overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Mediclaim & Personal Accident Insurance, Group Term Life Insurance, etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

i) Your Joining will be at **Balasore**. And your place of posting shall be decided after your joining.

i) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of, which is in existence TP Northern Odisha Distribution Limited (TPNODL) as on date and which may come into existence in future, without any additional remuneration or other benefits.

ii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies of The TP Northern Odisha Distribution Limited in India or abroad as on date or to such other sister / associate Companies which may come into existencein future, and your conditions of service will be as applicable to that establishment.

6. SECRECY

You shall not at any time or times disclose, divulge or make public any of the technologies,processes, accounts, transactions, dealings, etc. of the Company whether the same may be confided or become known to you in the course of your above assignment or otherwise.

7. PROBATION

You will be on probation for a period of one year from the date of joining during which yourperformance, conduct and such other traits will be closely monitored. You will be confirmedin your service on successful completion of your training based on your performance and such other attributes being found satisfactory and you are intimated to that effect in writing.

8. TERMINATION OF SERVICE

During probation period, your services are terminable with **One Month's** notice or salary inlieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. RULES & REGULATIONS

During your employment, you will be governed by the policies, rules, regulations of serviceand orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

10. MEDICAL FITNESS

Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

11. REFERENCE CHECK

Your appointment and/or continuance in the employment is contingent upon successful completion of positive reference check & background verification from all your previous employers. Your appointment will be terminated without any further notice if adverse feedback is received during reference check & background verification post your joining.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

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ISO/IEC 27001:2013
ISO 9001:2015
www.tuv.com
ID 9105029428

Dated: 16-01-2023

To,
Mr. Jyoti Bikash Paul
Trident Group of Institutions

Dear **Jyoti Bikash,**

Congratulations! We are delighted to make you an offer as **Junior Engineer- Software** at our Bangalore office.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2023.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

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.

Other Terms and Conditions

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 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 send us a duly signed duplicate copies of the letter and all the accompanying annexures.

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

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

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

Signature: Date:

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ISO 9001:2015
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ID 9105029428

Total Remuneration Work Sheet

Name	: **Jyoti Bikash Paul**
Position	: **Jr. Engineer – Software**
Date Of Joining	: **01.06.2023**
Location	: **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

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Confidential

Ref :NSEL/HR/ 2023
Date: March 17, 2023

Mr. Jyoti Prakash Patra
S/O - Biswajit Patra,
AT- Samalpur, PO- Balia, Balasore,
Odisha - 756001
India

Offer cum Appointment as Assistant Software Engineer

Dear Jyoti Prakash Patra ,

We welcome you to Nucleus Software and are pleased to offer you the position of **Assistant Software Engineer, at Grade 3.**

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **March 27, 2023** with **Nucleus Software Exports Limited** (herein referred to as 'Company'). Please contact us immediately if you require an alternative joining date. In case of non – acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining as per Annexure I.

Please note that the employment terms mentioned in this letter are subject to the Company policy.

1. Appointment:

a. This offer/appointment is subject to the completion of B.Tech/BE final exams with aggregate pass percentage greater than 60% and subject to the company's terms and conditions.

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b. You will be on probation for a period of 9 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

c. The retirement age is 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

d. You will be presently posted at **NOIDA**. During employment with the Company, you may be posted or transferred / attached to any other Company of the NUCLEUS GROUP or to any of the offices / subsidiaries / units / associated offices of the Company, to any town or city in India or abroad, at the sole discretion of the Management. While working in another Company on transferred / attached status, you shall be entitled to emoluments and perks as applicable in transferred / attached Company and for all purpose you shall be deemed to be employed in the Company.

e. Your appointment is contingent upon Medical Fitness Certificate, satisfactory reference, background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

2. Compensation:

a. Your fixed Compensation (Cost to Company) will be INR 433,658/- per annum (INR Four Lakh Thirty Three Thousand Six Hundred And Fifty Eight Only).

b. The Company shall deduct from your compensation payments, the amount towards all present and future tax levies and social security legislations applicable in India and/or the place of posting that you are required to pay as an employee and/ or as recipient of compensation or perquisite. If you receive any excess payments, you shall hold them in trust for the Company.

c. Your salary will be reviewed periodically as per Company policy. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

3. Other benefits & Financial Assistance Reimbursement:

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

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

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c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

d. Leave Travel Assistance as per the policy of the Company. (Incase applicable as per policy).

e. You will be eligible to participate in the Group Insurance and Group Mediclaim Policy for your category of Employee.

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

g. You will be entitled for Health Checkup policy as per Nucleus Policy.

h. Any financial assistance made by the Company towards facilitating your joining would be recovered if the employment tenure is less than 1 year; unless specifically approved by the Management. Any amount reimbursed or recovered by the Organization will be subject to tax deduction as per Tax laws.

4. Service Contract:

a. While on probation your services can be discontinued by giving 30 days notice or basic salary in lieu there of on either side. After confirmation, your services can be discontinued after giving 1 month(s) notice or basic salary in lieu thereof on either side. In addition, it would be compulsory for you to serve at least 50% of the notice period both during probation or confirmation period. However if the business exigencies require you to continue the employment during entire notice period, you shall do so.

b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, parting of vital business information or information of confidential nature to a third party without proper authorization.

c. Your services can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

d. Company also reserves the right to send you for training within or outside India, and in such event & when you travel abroad for transition / knowledge / process transfer, you may need to execute certain agreement(s) / documentation(s), as per Company requirement. In view of the fact that the company shall be making arrangements, and making considerable expenditure towards the same, the Company shall insist that the said agreement(s) / documentation(s) be executed.

5.Employment Guidelines or Rules of Employment:

Your service will be governed by the service rules and regulations and policies of the Company, which are in force or which may come into force from time to time, as applicable to all employees of the Company.

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i. Non-Compete:

a. 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 would 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 during the term of your employment and for a further period of 1 (One) year thereafter you shall not, either directly/ indirectly engage with or provide any service of whatsoever nature to any of our clients/ vendors/ competitors nor shall you during the foregoing tenure, directly/ indirectly solicit any associated team member/resource. You also acknowledge that the breach of this clause could cause damage to the Company that cannot be reasonably estimated. Accordingly, you further agree that in the event of breach or threatened breach of this clause, the Company may seek injunctive relief against you in a Court of competent jurisdiction.

b. You understand and acknowledge that the Company, Subsidiaries and Affiliates are holding information about you (including but not limited to, name, home address, telephone number, designation, tenure, PAN number etc.) for legal, personnel, administrative and management purposes only and, in particular for processing requirements like

1. Health records and any medical reports to monitor sick leave and sick pay.

2. To enable performance reviews, disciplinary and grievance procedures, internal investigations and considering reports (which may be submitted anonymously) under any whistle-blowing procedure.

3. Any information relating to criminal proceedings in which you have been involved.

4. To comply with legal requirements and obligations to third parties ("Personal Data").

You are in agreement that the Company may make the Personal Data available to Subsidiaries and Affiliates also if required.

The Company shall take all reasonable precautions to protect all your Information available with us, from unauthorized disclosure while you will also take all precautions to protect your own confidential material. The Company shall ensure and observe reasonable care and will keep you in the loop while disclosing any of your Information only in the given conditions.

ii. Conflicts Of Interest:

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

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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 Nucleus.

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 Nucleus (irrespective of the circumstance or the reasons for, the cessation) not to solicit, induce or encourage:

1. Any employee of Nucleus to terminate their employment with Nucleus or to accept employment with any competitor, supplier or any customer with whom you have a connection.

2. Any customer or vendor of Nucleus to move his existing business with Nucleus to a third party or to terminate his business relationship with Nucleus.

3. 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 position of Nucleus and resolve the conflict with Nucleus Software Exports Ltd.

6. Moral Responsibility & Honesty:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

7. Other Employment:

During the continuance period of your employment with us you shall not work directly or indirectly for any other firm Company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

8. Arbitration:

Any dispute(s) or difference(s) arising during the course of your employment shall be settled amicably. Failing such settlement, the same shall be settled by arbitration of a single arbitrator to be appointed by the Head HR of the Company or any person appointed for this matter by the Company. The award made in pursuance thereof shall be binding. The venue of arbitration proceedings shall be New Delhi and the Courts at New Delhi alone shall have jurisdiction over any such matter.

9. Education:

In case you intend to appear in some examinations or wish to attend some classes while working with Nucleus Group, you are required to obtain prior permission in writing from the management giving full details of course including time frame involved.

10. Invention & Discoveries:

While employed with NUCLEUS you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

11. Medical Fitness:

You are required to maintain yourself in medical /physical/mental state of fitness and ensure regular medical checkups and wherever applicable would be governed by Health Checkup Policy. Any neglect on your part in maintaining good health may render you medically unfit for the services. In such a case your services are liable for termination, not withstanding other conditions mentioned in the letter or otherwise.

12. Secrecy:

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working system, technical know how, security arrangements, administrative and/or organization matters of our and our clients whether confidential either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

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13. Documents:

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter.

Your joining will be subject to submission of documents as per Annexure – II (document list). In case of non-compliance or incomplete documents, organization shall has the right to terminate your employment immediately on notice.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

Welcome to the Nucleus family and we look forward to a long, fruitful, happy and exciting association with you.

With Best Wishes,
for **Nucleus Software Exports Limited**

Authorized Signatory
Human Resource Group

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Annexure-I

Acknowledgement and Acceptance of Appointment:

a. Any change in the joining date must be sent to HR at least 7 days prior to your original joining date. The new joining date must be Tuesday and should be no later than 7 days from the joining date specified in the letter.

b. I **Jyoti Prakash Patra** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept my appointment of my service with you and shall be joining Nucleus on or before **March 27, 2023.**

This offer letter is valid subject to the verification of details provided by the candidate

Candidate's Name:	Jyoti Prakash Patra	Candidate's Signature:	_____
Date:	_____	Place:	_____

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Compensation Structure

Name	Jyoti Prakash Patra
Candidate ID	REC202303161228
Designation/Grade/IBU Name	Assistant Software Engineer/3/NUCLEUS SCHOOL OF BANKING TECHNOLOGY
Effective From	March 27, 2023

Dear Jyoti Prakash Patra,

We are pleased to provide you with your personalized Total Rewards Statement.

Grade	3
Designation	Assistant Software Engineer
TOTAL REWARDS STATEMENT	**PER ANNUM (INR)**
Basic	180,000
HRA	108,000
Statutory Bonus	14,994
Special Allowance	100,406
RETIRALS	
Provident Fund (Employer's contribution)	21,600
Gratuity	8,658
COST TO COMPANY (WITH GRATUITY)	433,658

With Best Wishes,

for **Nucleus Software Exports Limited**

uthorized Signatory

Human Resource Group

NUCLEUS SOFTWARE

Bouquet Of Benefits

Group Medical Insurance :

To help you overcome cash worries in times of medical exigencies

1. Eligibility : Employee, Spouse, 2 kids and max. of two sets of parents/in laws (if opted for) (All grades).
2. Coverage : INR 500,000 per annum per insured family
3. Insurer : Oriental Insurance Co. Ltd.
4. TPA : Vipul Medcorp TPA Pvt Ltd.

roup Personal Accident Insurance :

To support you in times of accidental emergencies where hospitalization does not happen

1. Eligibility: Employee Only (All grades).
2. Coverage : INR 10,00,000 per annum per Nucleite
3. Insurer: Oriental Insurance Co. Ltd.

Group Term Life Insurance :

Support for the family in case of an irreparable loss to the family of the insured

1. Eligibility: Employee Only (All grades)
2. Coverage: Salary linked: 3 times CTC or 50 lakhs whichever is lower.
3. Insurer: ICICI Prudential Life Insurance Co Ltd.

Statutory Benefits :

As per the Gratuity & PF act.

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Annexure-II

Document Submission
List of BGV and Joining documents

List of Joining Documents	
Documents	Document Type (2 Photocopies)
Qualification Documents	Xth - Mark sheet & Certificate
	XIIth - Mark sheet & Certificate
	Graduation - Mark sheet of all semester/years along with degree/certificate
	Post Graduation - Mark sheet of all semester/years along with degree/certificate
	Any other Degree/Certificate - Mark sheet/certificate
Employment Documents	Appointment letter, relieving letter, experience letter, salary proof for all previous employers & salary slips of last three months for last employer (if any)
Additional Documents	Mandatory - PAN Card, Aadhar Card, UAN (Universal account number) for PF (provident fund) from previous organisation
	Any one from below for current & permanent address. Voter ID card Valid Passport Bank Statement Rent Agreement Lease Agreement Ration card Driving License
	5 passport size photographs with white background
	Medical fitness Original certificate from a registered Medical Practitioner

Note: All documents should be submitted not later than 10 days from the date of joining, failing which this will be considered as non-compliance.

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 971614/2173619/ELTP **11-Sep-2023**

Mr. Jyoti Ranjan Ojha
Bhubaneswar (Odisha) - 751025

Subject: Offer of Appointment

Dear **Mr. Jyoti Ranjan Ojha**

It is our pleasure to welcome you once again to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for

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TECH
mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.

9. You are required to join on **21-SEP-2023 and** report to **VIBIN UTHAPPA A H** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **18-SEP-2023.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:
Jyoti Ranjan Ojha

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TECH mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
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techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - A

NAME	**Mr Jyoti Ranjan Ojha**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)	111397
HRA (@70% OF BASIC)	77978
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COMPONENTS OF TFP	27750
TOTAL FIXED PAY..... (A)	**278493**
TOTAL VARIABLE PAY (TVP)..... (B)	**30944**
ADDITIONAL BENEFITS..... (C)	**15563**
GRATUITY	5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , 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.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:
1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
   You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.
   You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.
10. **Jurisdiction**
    Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.
11. **Retirement**
    Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
    Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
12. **General**
    The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

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Place :

ANNEXURE - C - Checklist of Documents

A. **Following documents required to be submitted in soft copies to the Recruiter for Background Verification** within one week of receiving the offer or within 72 hours of joining whichever is earlier.

a) Tech Mahindra Application & BV Form

b) All educational certificates including

i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.

ii) Graduation Degree / Certificate

iii) Post Graduation Degree / Certificate, if applicable

iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume

v) Gap Justification, if any

vi) PAN Card Copy

vii) Aadhaar Card Copy (Both Front & Back copy)

viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

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(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

*Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	**Date**	:
Signature	:	**Place**	:

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ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ☐ Date of birth (DD/MM/YYYY) ☐☐☐ Blood Group ☐

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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Fax: +91 40 2311 7011

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connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

   b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction

is necessary to avoid possible compromise of Confidential Information and business interest.

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Jyoti Ranjan Ojha)

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ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Jyoti Ranjan Ojha** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Jyoti Ranjan Ojha** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Rise for a more equal world Rise to be future-ready Rise to create value

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Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the **Employee** vide letter No _____dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig:**

S/d by: -

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Jyotiprakash Jena,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

digit
BACKED BY FAIRFAX

PRIVATE AND CONFIDENTIAL

Date: 31 Oct 2022

Jyotirmayee Nayak

OFFER LETTER

Dear Jyotirmayee,

Subsequent to your meetings with Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

1.1 You shall be appointed to the position of **Graduate Trainee Engineer – Analytics and Data Science.**

1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).

1.3 Your Gross Annual Compensation will include a performance-linked variable of **11.11%** subject to achievement of pre-defined targets.

1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

1.5 The Trainee Program will be for a period of **1 year** from your date of joining.

1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.

1.7 Your employment with the Company is subject to:
(a) The accuracy of the testimonials and information provided by you; and,
(b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 workings days.

1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

digit
BACKED BY FAIRFAX

Annexure A

Compensation Entitlement Sheet

	Monthly	**Annual**
Basic Salary	11,667	140,000
HRA	4,667	56,000
Education Allowance	200	2,400
LTA	972	11,662
Statutory Bonus	972	11,662
Special Allowance	12,495	149,942
Gross Salary	**30,972**	**371,666**
Employer Contributions		
EPF	1,800	21,600
ESI	0	0
Gratuity	561	6,734
Fixed Compensation	**33,333**	**400,000**
Variable Pay		**50000**
Annual Cost to Company		**450,000**

Deductions:

EPF	1,800	21,600
ESIC	0	0
PT Deduction	200	2,500
Net Pay	**28,972**	**347,566**

*TDS deduction is subject to taxable income.
** Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee can earn up to 200% of the variable pay. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.
*** Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

Jyotirmayee Nayak

maventic

Trainee offer letter

Date: 10-Oct-2022

Dear Jyotirmayee,

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 13-Oct-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Jyotirmayee Dash

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Jyotirmayee Dash

Bangalore

Cybrain Software Solutions Private Limited

An ISO 9001:2008 Certified Company

10/01/2023

Mr Kaibalya Panda
Trident Academy of Technology
Bhubaneswar

Dear Kaibalya,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Cybrain Software Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Bengaluru. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.

As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **15th Jan 2023.**

Yours sincerely,

Anina Theodore

I, **Kaibalya Panda**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Registered Office
VPO Bundla Tea Estate
Palampur, Distt Kangra,
H.P. 176061
Ph: 09418094582

Branch Office I
E - 48, Industrial Area
Phase VIII, SAS Nagar
Mohali, Punjab 160059
Ph: 0172-5053958, 4613958

Branch Office II
Vidmahe Enclave 135,IEHCS
Layout, Thindlu Main Road,
Bengaluru -97, Karnataka
Ph: 080-41131015

E-mail: info@cybrain.co.in, Website: www.cybersolutionindia.com

Phone : 91-33-7121-4563
91-33-7121-4564
CIN : U51109MH1924PLC001107

CIVIL ENGG. DIVN.
E-Mail : kolkataced@gdcl.in
Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(An ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certified Company
86A, TOPSIA ROAD (SOUTH), HAUTE STREET, 7th Floor, KOLKATA - 700046

Ref.: KOL / HR&ADM / 1104 **Date: 16.02.2023**

MR. KALINGA KETAN KRUSHNA PRASAD JENA,
BHUBANESWAR
ODISHA

SUB: OFFER LETTER

Dear Sir,

This is with reference to the interview you had with us on 13.12.2022, we are pleased to confirm that you have been selected for the post of **"GRADUATE ENGINEER TRAINEE II (P&M)".** You are requested to report on or before 01.04.2023 at our **KOLKATA OFFICE.**

Your salary has been fixed Rs. 22,000/- per month (Gross).

This letter stands automatically cancelled in case you fail to report as scheduled above, unless it is extended for further period mutually agreed. The necessary Appointment letter will be issued on receipt of formal report from your reporting officer.

The address of our KOLKATA OFFICE is given:-

GANNON DUNKERLEY & CO. LTD., KOLKATA CIVIL ENGINEERING DIVISION
86A, SOUTH TOPSIA ROAD, HAUTE STREET, 7TH FLOOR, KOLKATA - 700 046.

Contact Numbers:-

Mr. Ranjan Saha, Dy. Manager (HR & Admin.) - 033-7121-4563 / 09830911451.

Please acknowledge and return a copy of this letter duly signed by you as a token of your acceptance for our reference and record.

Thanking you,

Yours faithfully,
For Gannon Dunkerley & Co., Ltd.

Accepted by

(RANJAN SAHA)
DY.MANAGER (HR & ADMIN)

(KALINGA KETAN KRUSHNA PRASAD JENA)

CTC				
NAME			**KALINGA KETAN KRUSHNA PRASAD JENA**	
DESIGNATION			GRADUATE ENGINEER TRAINEE II	
LOCATION			KOLKATA OFFICE	
QUALIFICATION			B. E. (M) - 2023	
DOB			22 YEARS	
SALARY STRUCTURE				
SL. NO.	**PARTICULARS**	**%**	**PER MONTH**	**ANNUAL**
1	BASIC		**8000**	**96000**
2	CCA/PA	**0**	**0**	**0**
3	SPL/SITE ALLOW	**0**	**0**	**0**
4	TECH/PROF ALLOW	**0**	**0**	**0**
5	HRA	**0**	**0**	**0**
6	C.E.A	**0**	**0**	**0**
7	CONV. ALLOW	**0**	**0**	**0**
8	ADDL. SPL. ALLOW		**12667**	**152004**
9	LEAVE TRAVEL ASSISTANCE		**667**	**8000**
10	MEDICAL ALLOWANCE		**667**	**8000**
11	FURNISHING ALLOWANCE		**0**	**0**
	GROSS SALARY (A)		**22000**	**264004**
12	**OTHER BENEFITS / PERKS**			
a)	EMPLOYERS CONTRIBUTION TOWARDS PF		**960**	**11520**
b)	GRATUITY		**385**	**4615**
c)	BONUS		**583**	**7000**
d)	GROUP INSURANCE		**70**	**840**
e)	MEDICLAIM POLICY		**700**	**8400**
f)	FREE ACCOMODATION AT OFFICE/SITE*		**3200**	**38400**
g)	TELEPHONE / MOBILE		**299**	**3588**
h)	TRANSPORTATION AT OFFICE*		**2000**	**24000**
i)	PRIVILEGE LEAVE 30 DAYS PER YEAR		**667**	**8004**
	TOTAL BENEFITS (B)		**8864**	**106367**
13	**COST TO COMPANY (A+B)**		**30846**	**370371**

Date: 23rd Dec 2022

Dear KSHAMA ANURAG LENKA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions asstated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you not with standing your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,000/-(Rupees Two Lakhs Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.1,90,000/- (Rupees One Lakh and Thirty Thousand Only).

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of Rs.10,000/- (Rupees Ten Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **One-Time Retention Bonus**. You are also entitled for a one-time Retention bonus of Rs.50000/- (Rupees Fifty Thousand Only) Subject to taxes as per applicable law which shall be paid as follows: 50% of retention bonus will paid on completion of 6 months from the date of joining and balance 50% will be paid on completion of 12 months from the date of joining. Retention Bonus will be based on your performance.

5. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

6. **Medical Insurance:** In accordance with the Company's policy, you, and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

7. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and youmay be assigned after reasonable notice to any location in India or abroad where the Company or anyone of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

8. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

9. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

10. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

11. **Transport Facility:** In accordance with the Company's policy, company transport facility is available

only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) month notice in writing or Two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

15. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

movate™

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Candidate Signature **Date**

movate™

Annexure 1 - Salary Working				
Name:	**KSHAMA ANURAG LENKA**			
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,557	66,684
House Rent Allowance	50%	On Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing Component		5,107	61,286
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,280	15,356
Total Guaranteed Compensation (TGC)			**15,834**	**1,90,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		10,000
Total Variable Compensation**				**10,000**
Gross Cost to Company (CTC)				**2,00,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

devtron
KUBETRON TECHNOLOGIES PRIVATE LIMITED
(A subsidiary of Devtron Inc.)
Regd. Office:-2nd floor,401/39, Nehru Place, Delhi, New Delhi, 110019
CIN: U72200DL2021PTC382599

To,
Kamal Acharya
Trident Academy of Technology,
Bhubaneswar, India

Date: 23-Sep-2022

INTERNSHIP LETTER

Sub: Letter of Internship with Kubetron Technologies Pvt Ltd

Dear Kamal Acharya,

We are pleased to offer you as **Intern - DevOps.** Your internship with Kubetron Technologies Pvt Ltd will commence on **Jan 02, 2023,** as communicated to you at the time of the selection process. Your appointment will be with effect from the date you join and your place of posting will be Gurgaon.

As indicated to you during the campus selection process, this offer for full time regular employment and entitlement to receive the full range of company benefits is conditioned upon the following:

1. Upon the successful completion of your internship with us and based on your overall performance.
2. Submission of documents on joining:
    a. NOC from college for internship
    b. Pan card copy
    c. Address proof: adhar card or driving license

Compensation Benefits:
During your internship period, you will be provided with a monthly stipend of **Rs. 20,000.** If you are further offered/ appointed as a full time regular employee (as per the conditioned clause mentioned above), your Annual Cost to Company will be revised to **Rs. 5,00,000 (Five Lakhs Only).**

Code of Conduct:
Your internship with Kubetron will be on an exclusive basis and you will devote your full time and attention to performing your obligations and duties. You will perform the duties and

carry out assignments entrusted to you efficiently, sincerely, and to the best of your ability and capacity.
You will follow the discipline of the specified office/business hours as per Kubetron Policy. By virtue of the nature of the duties, fluctuations in the daily routine may vary the hours required to meet your commitments.
We expect you to exhibit professional behavior and believe that you will not indulge in any unlawful activities and that your conduct in the office will be professional.

Confidentiality:
During your internship, you might get exposed to Kubetron policies, strategies, business plans, artwork, systems, intellectual property, and any written or oral information which is confidential in nature, and by accepting this offer, you agree not to disclose this information to any third party and/or person during or post-completion of your internship or use this information for your own benefit.

Termination/Notice Period:
Kubetron Technologies Pvt Ltd is entitled to forthwith terminate this internship with a notice of 15 days or immediately in the event of the occurrence of the following events:

- Performance issues
- Unlawful activity
- Breach of our terms & policies
- Indiscipline

Dispute resolution:
This internship letter will be governed and interpreted in accordance with the laws of India and the courts of Delhi will have exclusive jurisdiction in relation to any disputes that arise under this letter.

PRASHANT GHILDIYAL Digitally signed by PRASHANT GHILDIYAL

Name: Prashant Ghildiyal
Designation: CEO

I acknowledge that I have read, and do hereby accept the terms and conditions contained in this.

Intern's Signature

Cybrain Software Solutions Private Limited

An ISO 9001:2008 Certified Company

10/01/2023

Mr Kamal Nayan Swain
Trident Academy of Technology
Bhubaneswar

Dear Kamal,

Subject: Offer of Employment

We are pleased to offer you the position of **Software Engineer Trainee** in **Cybrain Software Solutions.** This is a full-time position. If you choose to accept this job, we would like you to start on or before the **1st March 2023**. The Company reserves the right to change your hours and duties, as it deems necessary.

Your Place of Joining will be Bengaluru. Location of the Job can be changed as per company requirement.

You will **undergo 6 months of Induction based Training**. During the training period, you will be paid INR 12,000/- per month for 6 months. **You will be under probation for a period of Six Months. Non-satisfactory performance during this period may lead to discontinuity of your Job.** After completion of the Successful Probation Period, you will be provided with 3 Lakh CTC in Year as a Salary Package. EPF & ESI remains part of CTC.

As Organization will be giving paid training to you, therefore you are required to sign an Employment bond of INR 50,000/- (Which shall be paid in terms of FDR or CTS Cheque), and this Agreement of Employment will be valid for a period of 24 months starting from the date of your appointment. In case of breach of agreement, the Company will have all rights to Cash the Cheque or FDR given by you.

If you are agreeing with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it by **15th Jan 2023.**

Yours sincerely,

Anina Theodore

I, **Kamal Nayan Swain**, confirm that I have read the terms of employment set out in this letter and employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... Date:.....

Registered Office
VPO Bundla Tea Estate
Palampur, Distt Kangra,
H.P. 176061
Ph: 09418094582

Branch Office I
E - 48, Industrial Area
Phase VIII, SAS Nagar
Mohali, Punjab 160059
Ph: 0172-5053958, 4613958

Branch Office II
Vidmahe Enclave 135,IEHCS
Layout, Thindlu Main Road,
Bengaluru -97, Karnataka
Ph: 080-41131015

E-mail: info@cybrain.co.in, Website: www.cybersolutionindia.com

Date : 04-Mar-2023

OFFER LETTER

Dear **Mr. Kartick Chandra Dutta**

Gandhi Institute For Technology(Gift),Autonomous

Bhubaneshwar Orissa

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**20-Jun-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **20-Jun-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, 'Doli Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-65349069

CIN No. U29193MH2002PTC136108
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Annexure - A

NAME : **Karthick Chandra Dutta** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD** DOJ : **20-Jun-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**21600**
Advance Statuary Bonus		**4004**
Sub Total A		**25604**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5586**
Sub Total B1		**5586**
Gratuity****		**1039**
Sub Total C		**1039**
Total Salary Package (A+B+B1+C)		**32229**
Total Salary Package Per Annum		**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

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602, 'Oak Chamber', 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

ApMoSys
ISO 9001:2015 Certified Company

Date: 1-2-2023

Dear Kiran Kumar Swain,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,13,000 per annum.**

Your joining date will be **13th February, 2023**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

SANMINA

03 December, 2022

Mr. Kishan Kumar Maharana,
B.Tech – Information Technology,
Trident Academy of Technology, Bhubaneshwar, Odisha

Dear Kishan Kumar Maharana,

We are pleased to offer you the position of **Intern** on behalf of Sanmina Tech Services India Pvt. Ltd, MEPZ in Chennai for a period of six months from the day of joining, 04-Jan-2023.

You will be paid a consolidated stipend of INR 15,000/- per month during the internship program (6 months).

Your place of work based on business requirement will be Sanmina Tech Services India Pvt. Ltd, MEPZ in Tambaram, Chennai during the internship program.

On successful completion of your internship program, you will be absorbed as **Graduate Trainee** (permanent employment) subject to fulfilling all academic requirements as enunciated in the annexure.

You will submit the following documents (originals & photocopies) at the time of joining, failing which you will not be allowed to join and our offer of appointment ceases automatically.

a) Gazetted officer attested copies of certificates in support of your Educational and Technical Qualifications.
b) Proof for Date of Birth.
c) Photo Id Proof and Address Proof (Aadhaar card)
d) Passport copy, if available

The terms and conditions of the Graduate Trainee Program are given in the annexure.

We welcome you to our organization, and look forward to having a mutually beneficial association.

For Sanmina Tech Services India Private Limited

Isaac Patturaja G B

Manager – Human Resources

ACKNOWLEDGMENT
I accept the internship program in your letter stated above. I have gone through and also, accept the terms and conditions of internship and the Graduate Trainee Program as stated therein.

_____ Date: _____

Signature with Name

SANMINA

ANNEXURE

GRADUATE TRAINEE PROGRAM

You will be on training for a period of one year from the date of completion of your Internship Program. The training period can be extended or reduced at the discretion of the Management.

COMPENSATION

You will be paid a monthly salary of INR 31,250/- (INR 3,75,000/- annually). You will be paid in accordance with the Company's payroll practices. This annual salary will represent your cost to the company.

Salary Components	Per Month	Per Annum
Basic	₹ 12,500	₹ 150,000
House Rent Allowance (HRA)	₹ 6,250	₹ 75,000
Medical Allowance	₹ 1,250	₹ 15,000
Special Allowance	₹ 7,850	₹ 94,200
Conveyance Allowance	₹ 1,600	₹ 19,200
Net Salary INR HRIS	₹ **29,450**	₹ **353,400**
Employer's PF contribution	₹ 1,800	₹ 21,600
Gross Total Salary INR	₹ **31,250**	₹ **375,000**

Your compensation details are strictly confidential and you are expected to maintain this confidentiality.
Any breach of this confidence could result in corrective action up to and including termination.

The chief purpose of taking you as a trainee is to impart knowledge of several specialized activities. The company reserves its rights to terminate you from training without assigning any reason, without issuance of notice or stipend in lieu of notice.

Please note that upon completion of training, the company is under no obligation to consider you for employment unless confirmed in writing until which period you will be a trainee only.

SANMINA

You will be liable to be transferred for training to any of our branches, departments, associate concerns or to any other position and/or without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.

You will be subject to the standing order, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

GENERAL INFORMATION

Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and B. E Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the Sanmina Tech Services India Pvt. Ltd 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 Sanmina Tech Services India Pvt. Ltd selection guidelines.

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.

Provident Fund

You will be covered under the Employees Provident Fund Plan in accordance with the State Employees Provident Fund Act, which will take effect on your start date.

In case you are already a member, the same account will continue from Sanmina Tech Services India Pvt. Ltd.

Probationary Period

You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. You shall be deemed to be confirmed at the end of six months and no separate confirmation letter will be issued.

However, if the performance during probation is found unsatisfactory, the probationary period may be extended or in special case the employee will be terminated after consultation with senior management. Any extension of your probationary period will be submitted to you in writing. During the probationary period, the Company may terminate the employment relationship at any time by issuing one (1) month's notice or payment in lieu thereof.

SANMINA

Leave Policy

The leave policy will be provided to you upon your start date with the Company.

Work Hours

Employee work hours including breaks and lunch may vary between plants, depending on the business needs.

Sanmina Tech Services India Pvt. Ltd. typically works nine (9) hours a day, five (5) days a week. However, there may be times when you will be required to work beyond the stipulated hours of work to complete your job duties.

Code of Conduct

You are not authorized to represent the Company at any public forums, press meetings, or conferences. You are also not allowed to publish articles in newspapers or magazines unless authorized by the persons within the Company to whom you will be reporting. Any personal opinions expressed will be treated as your own and not the opinion of the Company. The Company is not responsible or liable for any claims that may arise out of such personal opinions.

If any of the information provided by you, in your application or during your interview is found to be false or incorrect, you will be subject to corrective action up to and including termination.

You will be bound by the rules and regulations declared by the Company, in relation to your conduct, corrective action, medical fitness, leave policy, holiday policy and all matters relating to terms and conditions of employment, network security and usage.

You are required to abide by all statutory laws at all times. Violation of any of these rules could result in corrective action up to and including termination.

Resignation / Termination of Service

You or the Company may terminate the employment relationship at any time by serving two (2) month's notice or payment in lieu thereof. If you are still on probation, one (1) month's notice period or payment in lieu thereof.

In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice in which case no notice pay will be payable.

Retirement

You will retire from the services of the Company on attaining the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining or subsequently will be deemed to be final and binding.

PCON Utilities Pvt. Ltd.

PINNACLE CONSULTING

Tel: +91-9437133077
www.pinnacleconsultingllc.com

Our Offer: PCON/HR/2023-24/Krishna
June 8th, 2023

Krishna Kumar Singh
S/O - Prafulla Kumar Singh
AT - Kusunpura, P.O - Narada, VIA -Tendakuda
DIST - Kendrapada, Odisha-754211
E-mail :- ks0559811@gmail.com
Contact Number :- 8917560067

Dear Krishna,

Sub :- Offer letter for the post of Test Engineer – Probationary Intern
Ref :- interview dated May 24th , 2023

With reference to above, we are pleased to offer you the post of 'Test Engineer – Probationary Intern' as per the discussions we had and agreed by you. You will receive a stipend of **INR 20,000/- Rupees per month** (without any statutory deductions) during the Probationary period of Twelve (12) Months. You need to use your own laptop during this period. Upon successful completion of the Probationary period and performance evaluation your future compensation will be decided. You are required to join not later than 1st August, 2023. You shall report to Sucharita Das/ Suvendu Pattnaik and commence your employment from our Development center as per the discretion of the management & requirement of the role.

You will be based at the address shown below, although we may direct you to work at different locations from time to time.

PCON Utilities (P) Ltd., 5th Floor, JSS STPI Building, Tower-2, Infocity Bhubaneswar, Odisha-751024. Contact person: Mr. Suvendu Pattnaik (Mob: +91 94371 70921).

Formal appointment letter shall be issued upon successful completion of your probationary period and performance evaluation. You are required to produce original documents & a set of photo copies (self attested) as listed below at the time of joining;

1. Certificates and mark sheets of HSC, Higher Secondary, Bachelor's and Professional qualifications as provided in your resume.
2. Your previous employment details like offer letter, appointment letter, increment letters (if any), pay slips and relieving letter from your current employer.
3. PAN Card, Aadhar Card and Bank account details.
4. Copies of experience certificates issued by your previous employers, if any.
5. Passport size photographs – 3 Nos.

We welcome you to Pinnacle Team and assuring you of a great career with us.

Thanking you;
Yours Truly,

Suvendu Pattnaik

For PCON Utilities Private Limited (Authorized Signatory)

RECHARGEKIT COMMUNICATIONS PVT. LTD.
CIN- U64202OR2015PTC019525 || GSTIN:21AAHCR5057J1ZC
/ 0674-2588329 / info@rechargekitmail.com / www.rechargkit.com

RKCPL/HR/NOV/15 *Date: 05-11-2022*

To,
Mr. Krishna Satpathy
Bhubaneswar
Odisha

OFFER LETTER

Dear Mr. Krishna,

With reference to your Application for Employment and the subsequent discussion we had with you, we have the pleasure to appoint you for the position of **Trainee – IT** in our Organization with a CTC (including all benefits and perks) of **Rs 1,80,000/- per Annum.** You will be reporting to the **Team Leader - IT - Mr. Sadasiva Acharya.** He will be reachable on 8598904510. All your remunerations and incentives will be subject to TDS as per Govt. taxation rules.

A detailed Appointment letter indicating the terms and conditions of your employment with us will be issued to you at the time of your duties.

You will be posted in **Rechargekit Communications Private Limited, Bhubaneswar.**

You are advised to report for duty at the earliest but not later than **2nd Week of January 2023.** You will be under probation for six months from the date of joining.

Please arrange to submit your original documents for verification along with one set of copies of below mentioned documents to our HR Department at **HO.**

- Matriculation Certificate (Date of Birth Proof)
- Education Certificates including Professional Qualification Certificates
- Two recent passport size-colored photographs.
- Experience Certificate(s) from previous employer(s).
- Last drawn Salary Slip and Reliving Letter from last Employer.
- Photocopy of PAN card, Aadhar card and Driving License.
- Photocopy of Bank Passbook/cancelled check leaf.

Your appointment is subject to medical fitness to be certified by an authorized Medical officer. Upon verification if any of the documents or credentials is found to be false then your offer will be terminated with immediate effect.

Wishing all the best.

With Regards,

Tapas Ranjan
HR Manager
Rechargekit Communications Private Limited.
Moblie No. 9938997789

Please confirm your acceptance of the offer

(Signature of the candidate)

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

Date: 9-November-22

Kumar Akash
Address: S/O - Umesh Lal Srivastava,
Okri Adarshpuri Road, Hazaribag,
Bihar - 825301

Internship Letter

Dear **Kumar Akash,**

Further to your application, **ORAHI (Phonon Solutions Pvt. Ltd.)** is pleased to offer an internship opportunity at our Corporate Office.

You will be appointed to the position of **Tech – Intern** during your internship which would commence on **11th November 2022**. Your supervisor for the period of your internship would be **Mr. Brajesh Sankla.**

Your internship with the Company shall be subject to the following terms and conditions:

1. Your initial place of work will be in Indore and you will be expected to attend the office located in Indore during working hours as decided by the Company.

2. You will abide by the working hours **(i.e. 9:30 am to 6:30 pm),** weekly offs, and holidays of the Company as per the Company's policy in line with applicable rules, which may vary from location to location. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days/holidays.

3. You will be paid a stipend of **INR 15,000/- per month** during your internship.

4. Information pertaining to Phonon Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement.

5. You will be responsible for the safekeeping, proper use, and return in good condition and order of all property such as tools, equipment, instruments, books, computers, telecommunication devices, etc., which may be in your custody, use, care or charge during your internship. You shall not use or permit the use of any of the property facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an intern, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

6. The Company reserves the right to terminate your internship with the Company: Immediately in case of breach of the terms hereof;

   a) You will abide by the Company policies, rules, and regulations applicable to you that are in force for the time being or may be framed from time to time.

7. That there may be a risk of physical injury, disability, illness, or fatality associated with, arising out of, and inherent to the tasks assigned during the internship and you assume full responsibility for all such risks. You hereby release the Company, its affiliates, directors, employees, and agents, and you shall be solely responsible for all liabilities, claims, demands, losses, costs, and expenses, arising out of or in relation to your physical injury, disability, illness or fatality, as a result of or during the course of the internship.

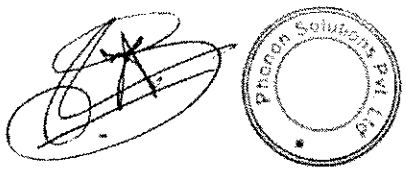
8. You agree and acknowledge that this letter does not constitute an offer or contract of employment and you will not claim employment with the Company. Neither will you claim any employee benefits or any benefits whatsoever from the Company. In no event, you shall have any power or authority to bind the Company in any manner.

9. Any provision of this letter of internship that contemplates performance or observance after completion of your internship (including, without limitation, confidentiality) will survive and continue in full force and effect.

10. Please sign and return the duplicate copy of this letter in a token of your acceptance of the terms described in this letter within 24hrs, failing which this Internship opportunity will automatically stand revoked without any further notice.

We hope that your association with our organization will be successful and rewarding. We are looking forward to a great journey together.

Regards



Arun Bhati
Found & CEO

Candidate Signature -
Date -

Orahi
Connecting Things

Strictly Confidential **Date: 29 March 2023**

Dear Durga Prasad Bahl

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS™
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Great Place To Work. Certified MAR 2023 - MAR 2026 INDIA™

Compensation Scheme

Compensation break-up for "DURGA PRASAD BAHL ", 55022844- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

Strictly Confidential **Date: 29 March 2023**

Dear Rajesh Kumar Samal

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS
ORE TO METAL

Great Place To Work. Certified MAR 2023 - MAR 2024 INDIA

Compensation Scheme

Compensation break-up for " RAJESH KUMAR SAMAL ", 55022845- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

Strictly Confidential **Date: 29 March 2023**

Dear Rashmi Ranjan Das

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS
ORE TO METAL

Great Place To Work. Certified MAR 2023 - MAR 2024 INDIA

Compensation Scheme

Compensation break-up for " RASHMI RANJAN DAS ", 55022846- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

Strictly Confidential **Date: 29 March 2023**

Dear Swastik Prusty

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS
ORE TO METAL

Great Place To Work. Certified MAR 2023 - MAR 2024 INDIA

Compensation Scheme

Compensation break-up for " SWASTIK PRUSTY ", 55022847- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

Date: 9-November-22

Swayanshu Satyaprangya Das
Address: S/O - Pradeep Kumar Das
Karada, Angaipal, Dhamnagar, Bhadrak,
Odisha - 756117

Internship Letter

Dear **Swayanshu Satyaprangya Das,**

Further to your application, **ORAHI (Phonon Solutions Pvt. Ltd.)** is pleased to offer an internship opportunity at our Corporate Office.

You will be appointed to the position of **Tech – Intern** during your internship which would commence on **11th November 2022**. Your supervisor for the period of your internship would be **Mr. Brajesh Sankla.**

Your internship with the Company shall be subject to the following terms and conditions:

1. Your initial place of work will be in Indore and you will be expected to attend the office located in Indore during working hours as decided by the Company.

2. You will abide by the working hours **(i.e. 9:30 am to 6:30 pm),** weekly offs, and holidays of the Company as per the Company's policy in line with applicable rules, which may vary from location to location. In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days/holidays.

3. You will be paid a stipend of **INR 15,000/- per month** during your internship.

4. Information pertaining to Phonon Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement.

5. You will be responsible for the safekeeping, proper use, and return in good condition and order of all property such as tools, equipment, instruments, books, computers, telecommunication devices, etc., which may be in your custody, use, care or charge during your internship. You shall not use or permit the use of any of the property facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an intern, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.

PHONON SOLUTIONS PRIVATE LIMITED

Corporate Office: International Tech Park Gurgaon, Near Sector 59, Village Behrampur, Gurugram, Haryana-122101, INDIA

Regd. Office: 602, A-Block, Naurang House, 21 K.G Marg, New Delhi - 110001,

Phone no. 9958795784, Email: khannasameer@gmail.com

CIN- U72900DL2012PTC237049

6. The Company reserves the right to terminate your internship with the Company: Immediately in case of breach of the terms hereof;

   a) You will abide by the Company policies, rules, and regulations applicable to you that are in force for the time being or may be framed from time to time.

7. That there may be a risk of physical injury, disability, illness, or fatality associated with, arising out of, and inherent to the tasks assigned during the internship and you assume full responsibility for all such risks. You hereby release the Company, its affiliates, directors, employees, and agents, and you shall be solely responsible for all liabilities, claims, demands, losses, costs, and expenses, arising out of or in relation to your physical injury, disability, illness or fatality, as a result of or during the course of the internship.

8. You agree and acknowledge that this letter does not constitute an offer or contract of employment and you will not claim employment with the Company. Neither will you claim any employee benefits or any benefits whatsoever from the Company. In no event, you shall have any power or authority to bind the Company in any manner.

9. Any provision of this letter of internship that contemplates performance or observance after completion of your internship (including, without limitation, confidentiality) will survive and continue in full force and effect.

10. Please sign and return the duplicate copy of this letter in a token of your acceptance of the terms described in this letter within 24hrs, failing which this Internship opportunity will automatically stand revoked without any further notice.

We hope that your association with our organization will be successful and rewarding. We are looking forward to a great journey together.

Regards

Arun Bhati
Found & CEO

Candidate Signature -
Date -

Strictly Confidential **Date: 29 March 2023**

Dear Utkarsh Singh

Congratulations and Welcome to SHYAM PARIVAR!

We are pleased to extend you an Offer of employment ("Offer") with **Shyam**, for the position of **GET** in Grade **T**. We are excited at the prospect of your working with us and look forward to your joining us on or before **05 October 2023** at the following address:

Address of Organization: **Odisha**

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination **(Annexure B)**, Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Target Remuneration is **204000.00INR /-** (Rupees only) per annum, which comprises of a fixed component of **204000.00INR /-** (Rupees only) per annum and Annual Bonus upto..... INR /- (Rupees only). (Refer Annexure A for details).

2. Training and Probation

2.1. You will be on Probation for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the probation by such period, as it may deem appropriate.

2.2. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the probation period.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data, and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e., copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.

6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.

6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.

6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:

(a) Induce or attempt to induce any employee of the Company to quit employment with the Company.

(b) Otherwise interfere with or disrupt Company's relationship with its employees.

(c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.

7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving 30 Days' notice in writing during the training or the probation period and a 45/90 Days prior written notice post your confirmation. The Company, however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft , fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for at least one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Kolkata.

13. Joining Documents

13.1. At the time of joining, you are required to submit the following documents:

(a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.

(b) Valid Proof of Address (Passport, Aadhar card, DL)

(c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)

(d) Five copies of your recent passport size photographs.

(e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the ..... family and wish you a rewarding and successful career.

Best Wishes.

For Shyam Group

Authorized Signatory

Annexure A: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 29 March 2023

SHYAM METALICS
ORE TO METAL

Great Place To Work. Certified MAR 2023 - MAR 2024 INDIA

Compensation Scheme

Compensation break-up for " UTKARSH SINGH ", 55022848- 01 October 2023

CTC	204000.00
Gross Benefit Amount	17000.00
Other Benefits	0.00
Contribution Amount	0.00
Recurring Deduction Amount	0.00
Net Take Home Before Tax	17000.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Stipend	Fixed	17000.00	204000.00

OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION

Annexure B: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. **Physical Examination, vision, eye (color blindness test), dental check up**
2. **HB. WBC total & Diff Count**
3. **ESR**
4. **Blood Sugar AC & PC**
5. **Fasting Lipid Profile**
6. **Ser. Creatinine**
7. **L F T**
8. **Urine Routine Exam**
9. **Chest X-ray PA View**
10. **ECG & T M T**
11. **Audiometry and Spirometry**

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

For Shyam Metalics and Energy Limited,

Bhupendra Singh Kushwaha

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune - 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel. : 020 - 25898581
Email :
info@alohatechnology.com

Date: 13/02/2023

Mr. Pradosh Kumar Mohanty,
S/o Pradipta Kumar Mohanty Brahman Pokhari
Balighat, Baliguali
Sadar Puri Odisha 750002

Dear Mr. Pradosh Kumar Mohanty,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

a) Role: **Software Developer**

b) Date of Joining: **13/02/2023**

c) Cost to Company: **3,20,000** (Rs.) Per Annum (Three Lakh Twenty Thousand Only)

This offer is subject to successful completion of your professional qualification.

02. Probation Period:

You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever. You may be asked to undergo training through physical or electronic means during your Probation period. Successful certification at the end of this training will be necessary for your continued employment with the company

03. Notice Period:

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; in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune - 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel. : 020 - 25898581
Email :
info@alohatechnology.com

04. Agreement:

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

05. Transfer:

Your services can be transferred to any of our units/departments situated anywhere in India or abroad.

06. Other Terms & 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 the Company. 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.

You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

Thanking You

Yours sincerely,
Aloha Technology Pvt. Ltd.

.....

(Authorised Signatory)

Accepted

Pratik Kumar Mohanty

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune - 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel. : 020 - 25898581
Email :
info@alohatechnology.com

Annexure

Name **Pradosh Kumar Mohanty**

Description	Gross Monthly	Per Annum
Gross Basic	21,100	**2,53,200**
Gross HRA	1,055	**12,660**
Gross Conveyance	0	**0**
SA	3,498	**41,976**
Gross Salary	**25,653**	**3,07,836**
PF Employer Contribution as per EPF Act	0	**0**
ESI Employer Contribution as per ESI Act	0	**0**
Bonus as per Payment of Bonus Act	0	**0**
Gratuity as per Payment of Gratuity Act	1,014	**12,168**
Total CTC	**26,667**	**3,20,004**

Accepted

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To,

Date: 27/ 11 / 2021

APARAJITA PANDA

Present Address:
77, Chuna Shah Colony, Azadnagar, Mango
Jamshedpur, Jharkhand - 832110

Offer Letter

Dear Aparajita,
Welcome to **CBNITS INDIA PVT. LTD.** Looking forward to have you in our team.

We have pleasure to offer you at CBNITS INDIA PVT. LTD. Your date of appointment for full time employment cum internship is effective from the date of joining, which shall be on or before **1st February, 2022**.
You will be under probation cum training for a period of 6months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period in case of unsatisfactory performance or your employment may be terminated, due to poor performance, without any notice in writing with an immediate effect.

Your appointment at CBNITS INDIA PVT. LTD. is on the following terms and conditions:

1 PAY and BENEFITS -

1.1 Salary

You will be eligible for salary of Rupees Twenty Five Thousand Only (**Rs. 25,000)** per month and annual salary Rupees Three Lakhs Only (**Rs. 3,00,000) -** please see the Annexure-Salary mentioned below.

DESCRIPTION	PER MONTH (Rs.)	PER ANNUM (Rs.)
Basic Salary	18750	225000
HRA	3750	45000
Conveyance Allowance	1250	15000
Performance Allowance	1250	15000
Gross Salary	**25000**	**300000**

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Above mentioned remuneration will be subjected to all statutory deductions as specified by the Government rule and /or Company's policy. As of now deductions are **P.Tax** – Rs. 130 (monthly), **Corporate Mediclaim** (optional) – max. Rs. 250 (monthly) & **TDS** (if applicable).

Your 6 months stipend for internship cum training period will be **Rs 12,000/=.**

Your salary & stipend are confidential information and you are not supposed to share this within the Company with other employees.

Any future promotion or increment is all merit based.

1.2 Mode of Salary

As per rule salary will be disbursed monthly basis. During probation period it will be credited to your personal bank account and after confirmation your salary account will be created with HDFC Bank as per rule.

1.3 Leave & Holidays

As per the Company's policy you will be entitled to 6 casual leaves, 6 sick leaves and 6 privilege leaves per year after confirmation as a full time employee. You may utilize your leave as per the company policy. Any Change in the leave policy will be communicated to you.

The National Holidays are as per the financial calendar. There are altogether 12 holidays and the list is published by the Company in the beginning of the financial year. *(One can swap festival holidays as per their state festival).* Below is the list for the declared holiday's list:

- May Day
- Independence Day
- Gandhi Jayanti
- Durga Puja – Saptami
- Durga Puja – Ashtami
- Durga Puja – Navami
- Durga Puja - Dushera
- Diwali
- Christmas Day
- New Year
- Republic Day
- Holi

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Paternity Leave: 5 Days (paid leave) to all male employees who have completed 6 months with the company.

Maternity Leave: 3 months (paid leave) to all female employees who have completed 6 months with the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1 Your job classification detail is as listed below:

Title: **JUNIOR PROGRAMMER**

Role: JUNIOR PROGRAMMER

2.2 Work Place

You are appointed to work in our office in ***Kolkata*** and depending on the business requirement you can be transferred to work at any other location within India or abroad. Denial of moving to any other work location as demanded by the Company will be considered as breach of this Employment Agreement and this may lead to legal action against you by the Company which includes payment of penalty and even termination from the job.

2.3 Probation

You will be on probation for a period of 3 months from the date of joining as an employee. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. During probation, your employment may be terminated, due to poor performance, or probation period can be extended.

2.4 Retirement

Youwillretirefromtheservicesofthecompanyonthelastdateofthemonthinwhichyoureachtheageofsixty.The date of birth as recorded at the time of employment will be reckoned for this purpose. When you retire from the Company at that time all your retrial benefits ,statutory or otherwise, will be processed and credited accordingly to your designated bank account.

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2.5 Notices for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated from the date of resignation requires notice of three months in writing (hereinafter referred to as "Notice Period").

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

iv. You will not be able to exit from CBNITS India Private Limited before completing **2.6 years** including training cum internship period of **6 months**. If anyone is found breaching this clause, the company can take further action against that employee. Details of which will be mentioned in Non-Solicitation Agreement.

v. The Company reserves the right to terminate you for reasons which may cause harm to the Company either directly or indirectly. Your any action or omission causing any kind of damage to the Company, monitory, reputational or otherwise will be a ground to initiate employment termination by the Company.

vi. If it is discovered by the Company that you are or were engaged in activities like sharing the confidential information, soliciting job with the Clients, or soliciting work from the Clients then this will be considered as breach of trust and breach of this Agreement and you understand that for the breach the Company can take any possible legal action against you, be it civil or criminal in nature.

2.6 Conflict of Interest

Your position with the Company calls for your whole-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

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2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

You agree to abide by the rules and policies of the Company and you shall always treat your peer, senior and junior with respect regardless of the caste, creed, gender or race. Any kind of discriminatory behavior in any form will not be tolerated by the Company and it will be a valid ground for immediate termination.

2.8 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers.

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "**Confidentiality Agreement**" and "**Non-Solicitation Agreement**" with the Company on the day of joining.

4) The terms of the employment shall be governed by the laws of India and Courts in Kolkata shall have exclusive jurisdiction.

5) If you are absent from the designated office beyond a period of 7 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will. In such case whatever expenses, like travel and lodging charges, training charges, etc. that the Company would have incurred to hire you, will be recoverable from you. You can either pay the amount as requested for or the said amount will be adjusted with full and final settlement. In addition to that the Company will have all the rights to initiate an appropriate legal action against you.

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Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

Naveen Bachkethi

Naveen Bachkethi

CEO and Co- Founder

I accept the above referred Pay and Benefits, and the General terms and conditions of employment.

Signature DocuSigned by: 158B60C056E9425...

11/27/2021

Date

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To,

Date: 27/ 11 / 2021

DIBYAKANTA BARIK

Present Address:
143,Kanan Vihar Phase 2, Patia,
Bhubaneswar, Odisha - 751024

Offer Letter

Dear Dibyakanta,
Welcome to **CBNITS INDIA PVT. LTD.** Looking forward to have you in our team.

We have pleasure to offer you at CBNITS INDIA PVT. LTD. Your date of appointment for full time employment cum internship is effective from the date of joining, which shall be on or before **1st February, 2022**.
You will be under probation cum training for a period of 6months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period in case of unsatisfactory performance or your employment may be terminated, due to poor performance, without any notice in writing with an immediate effect.

Your appointment at CBNITS INDIA PVT. LTD. is on the following terms and conditions:

1 PAY and BENEFITS -

1.1 Salary

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Above mentioned remuneration will be subjected to all statutory deductions as specified by the Government rule and /or Company's policy. As of now deductions are **P.Tax** – Rs. 130 (monthly), **Corporate Mediclaim** (optional) – max. Rs. 250 (monthly) & **TDS** (if applicable).

Your 6 months stipend for internship cum training period will be **Rs 12,000/=.**

Your salary & stipend are confidential information and you are not supposed to share this within the Company with other employees.

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- Independence Day
- Gandhi Jayanti
- Durga Puja – Saptami
- Durga Puja – Ashtami
- Durga Puja – Navami
- Durga Puja - Dushera
- Diwali
- Christmas Day
- New Year
- Republic Day
- Holi

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Paternity Leave: 5 Days (paid leave) to all male employees who have completed 6 months with the company.

Maternity Leave: 3 months (paid leave) to all female employees who have completed 6 months with the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1 Your job classification detail is as listed below:

Title: **JUNIOR PROGRAMMER**

Role: JUNIOR PROGRAMMER

2.2 Work Place

You are appointed to work in our office in ***Kolkata*** and depending on the business requirement you can be transferred to work at any other location within India or abroad. Denial of moving to any other work location as demanded by the Company will be considered as breach of this Employment Agreement and this may lead to legal action against you by the Company which includes payment of penalty and even termination from the job.

2.3 Probation

You will be on probation for a period of 3 months from the date of joining as an employee. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. During probation, your employment may be terminated, due to poor performance, or probation period can be extended.

2.4 Retirement

Youwillretirefromtheservicesofthecompanyonthelastdateofthemonthinwhichyoureachtheageofsixty.The date of birth as recorded at the time of employment will be reckoned for this purpose. When you retire from the Company at that time all your retrial benefits ,statutory or otherwise, will be processed and credited accordingly to your designated bank account.

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2.5 Notices for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated from the date of resignation requires notice of three months in writing (hereinafter referred to as "Notice Period").

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

iv. You will not be able to exit from CBNITS India Private Limited before completing **2.6 years** including training cum internship period of **6 months**. If anyone is found breaching this clause, the company can take further action against that employee. Details of which will be mentioned in Non-Solicitation Agreement.

v. The Company reserves the right to terminate you for reasons which may cause harm to the Company either directly or indirectly. Your any action or omission causing any kind of damage to the Company, monitory, reputational or otherwise will be a ground to initiate employment termination by the Company.

vi. If it is discovered by the Company that you are or were engaged in activities like sharing the confidential information, soliciting job with the Clients, or soliciting work from the Clients then this will be considered as breach of trust and breach of this Agreement and you understand that for the breach the Company can take any possible legal action against you, be it civil or criminal in nature.

2.6 Conflict of Interest

Your position with the Company calls for your whole-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

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2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

You agree to abide by the rules and policies of the Company and you shall always treat your peer, senior and junior with respect regardless of the caste, creed, gender or race. Any kind of discriminatory behavior in any form will not be tolerated by the Company and it will be a valid ground for immediate termination.

2.8 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers.

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "**Confidentiality Agreement**" and "**Non-Solicitation Agreement**" with the Company on the day of joining.

4) The terms of the employment shall be governed by the laws of India and Courts in Kolkata shall have exclusive jurisdiction.

5) If you are absent from the designated office beyond a period of 7 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will. In such case whatever expenses, like travel and lodging charges, training charges, etc. that the Company would have incurred to hire you, will be recoverable from you. You can either pay the amount as requested for or the said amount will be adjusted with full and final settlement. In addition to that the Company will have all the rights to initiate an appropriate legal action against you.

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Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

Naveen Bachkethi

Naveen Bachkethi

CEO and Co- Founder

I accept the above referred Pay and Benefits, and the General terms and conditions of employment.

Signature DocuSigned by: 158B60C056E9425...

11/27/2021

Date

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Cognizant

28-Jan-2022

Dear Rahul Mahato,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949655

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

28-Jan-2022

Dear Sibasish Sethy,
B.Tech/B.E., CIVIL
Trident Academy of Technology

Candidate ID - 13949658

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

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Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Sarada Prasad Jena,
B.Tech/B.E., CIVIL
Trident Academy of Technology

Candidate ID - 13949661

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

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Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Prateek Priyadarshi,
B.Tech/B.E., CIVIL
Trident Academy of Technology

Candidate ID - 13949662

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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Cognizant

28-Jan-2022

Dear Susmita Jena,
B.Tech/B.E., CIVIL
Trident Academy of Technology

Candidate ID - 13949663

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Swayam Prava Pradhan,
B.Tech/B.E., CIVIL
Trident Academy of Technology

Candidate ID - 13949664

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

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Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Ashish Kumar Jena,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949665

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28-Jan-2022

Dear Ashish Kumar Mohapatra,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949666

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Global Head-Talent Acquisition
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28-Jan-2022

Dear Ashish Ranjan,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949668

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Global Head-Talent Acquisition
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28-Jan-2022

Dear Durgasish Mishra,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949669

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28-Jan-2022

Dear Jaydeep Ghatuary,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949671

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28-Jan-2022

Dear Keshav Pandey,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949673

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28-Jan-2022

Dear Lal Krishna Nayak,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949674

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Medha Singh,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949675

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
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28-Jan-2022

Dear Sagar Bindu Dash,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949676

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On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

28-Jan-2022

Dear Satya Suman Dash,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949678

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Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear SK Nizamuddin,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949679

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Global Head-Talent Acquisition
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28-Jan-2022

Dear Sobhan Dash,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949680

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Global Head-Talent Acquisition
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28-Jan-2022

Dear Soumya Ranjan Dalai,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949681

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Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Suman Sourav Prusty,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949683

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Sunaina Mohapatra,
B.Tech/B.E., CSE
Trident Academy of Technology

Candidate ID - 13949685

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28-Jan-2022

Dear Shoaib Akhter,
B.Tech/B.E., ETC
Trident Academy of Technology

Candidate ID - 13949686

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28-Jan-2022

Dear Manbesh Mohanty,
B.Tech/B.E., IT
Trident Academy of Technology

Candidate ID - 13949687

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Shreya Bharti,
B.Tech/B.E., IT
Trident Academy of Technology

Candidate ID - 13949689

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28-Jan-2022

Dear Geetikrishna Panda,
B.Tech/B.E., MCA
Trident Academy of Technology

Candidate ID - 13949691

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Atul Kumar,
B.Tech/B.E., MECH
Trident Academy of Technology

Candidate ID - 13949692

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28-Jan-2022

Dear Bikash Kumar Pati,
B.Tech/B.E., MECH
Trident Academy of Technology

Candidate ID - 13949693

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For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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28-Jan-2022

Dear Souvic Roy,
B.Tech/B.E., MECH
Trident Academy of Technology

Candidate ID - 13949694

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Yours sincerely,
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Suresh Bethavandu
Global Head-Talent Acquisition
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SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Biswajit Biswal**
Email: biswajitbiswal545@gmail.com

Dear **Biswal,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
- Provision of medical and accidental insurance
- PF contribution

2. Salary revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. Euclid Innovations operates a Pay-For-Performance policy and the result of any remuneration review will take your performance into account. Please note that the offer and employment conditions during onsite engagements will be executed separately.

3. Taxation

Your income in India will be subjected to tax deduction at source by the obligations and ruling set out by the tax laws of India and other statutory dues as applicable.

4. Place of Work

Your initial place of posting will be **Hyderabad,** however, should a need arise, you may be transferred or expected to travel to any of our offices within India or outside India.
You will be deputed onsite at the discretion of the Management. Please note that such engagements are usually for the long term. Any costs associated with obtaining work permits for onsite engagement will be recovered if you decline to travel or leave employment within 1 year of your hire date.

5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
You are requested to comply with the above hours of work to coordinate and work effectively with all the stakeholders based in our own offices in India and foreign locations or at our client's site as needed.

6. Leave policy

Every employee is eligible for 18 days of Earned leaves (EL) in a year.
Earned leaves balance will carry forward to the next calendar year. In case of the separati on of an employee, the leaves balance will be payable along with the full and final settlem ent. Every employee should be taken prior Approval from their Reporting Managers for the leaves.

7. Project Roll Off

Once you complete a project successfully at our client's place, you will be coming on our bench and we would be redeploying you on other projects based on your being able to clear the required interview screening process. You would continue to be paid all your compensation as usual while you are on the bench.

8. Probationary period

You will initially be employed by the company for 6 months probation period. During the probationary period, Euclid innovations are not liable to provide any notice period or salary instead of services terminated within two weeks of the start date due to non-performance or HR-related issues.

9. Verification

A) This appointment is based on the details provided by you in the company application form/ Employee data form/during the interview/Data provided before or at the time of joining.
B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

10. Notice Period

months' notice. If the employee is anticipated to be on the bench must serve **1 months'** notice. Euclid Innovations Pvt Ltd 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

11. Code of Ethics and business conduct

Your adherence to the Euclid Innovations Ethics and Business Conduct, a copy of which is included in the new employee packet, is vital to Euclid Innovations and your success at Euclid Innovations. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Euclid Innovations code of Ethics and Business conduct and you are agreeing to abide by it. You also agree to take the Euclid Innovations ethics and business conduct course, available online through the Euclid Innovations intranet.

12. Personal Data Transfer

Euclid Innovations human resources information systems are consolidated and managed centrally. To assure that personal data privacy is adequately safeguarded, Euclid Innovations operates internal procedures to protect the confidentiality and security of individual personal data, and Euclid Innovations requires that the outside organizations we work with provide adequate levels of protection.

13. Proprietary information Agreement

You will be employed by Euclid Innovations in a capacity in which you will or may receive confidential information, which is of value to Euclid Innovations you, therefore, agree to abide by the following terms and conditions.

a) Your employment creates a relationship of confidence and trust between you and Euclid Innovations concerning certain information of confidential, proprietary, or trade secret information will be referred to as “proprietary information”.
b) Proprietary information includes without limitation:
   All software developed or licensed by or for Euclid Innovations or licensed to Euclid Innovations by a third party, and any documentation or listing about such software; the term ”software” as used in this paragraph refers to software in various stages of development or any product therefore and includes without limitation the literal elements of a program, its audiovisual components, any human or machine-readable form of the program, and may writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flowcharts, designs, drawings, specification models, data, bug reports and customer information, Marketing and sales plans, product development plans, competitive analysis, benchmark test results, business, and financial plans or forecasts, non-public financial information agreements, and customer and employee lists of Euclid Innovations.
   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

d) You will promptly disclose to Euclid Innovations all ideas, inventions, modifications, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Euclid Innovations, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours. You will also agree to execute without receiving additional compensation.

e) You will not during your employment with Euclid Innovations carry on either alone or in a partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Euclid Innovations, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Euclid Innovations. Further, you will not accept gifts, entertainment, or other favors from persons or bodies with which Euclid Innovations has business dealings unless you have obtained the previous written consent of Euclid Innovations.

f) You will not knowingly export directly or indirectly and U.S. origin technical data to those countries for which a U.S. and /or Indian export license is required under the U.S. and/or Indian export administration regulations without first obtaining it from the U.S. Department of Commerce and /OR the Indian Government a license authorizing the export.

g) If your employment is transferred to any company in Euclid Innovations, your new employees will be subject to the terms of this agreement until you sign another one with the new employing company.

h) You shall upon the termination of your employment with Euclid Innovations return all property belonging to Euclid Innovations, including without limitation all proprietary information, documents, software, disks, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones.

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The Company shall be entitled to make policy declarations from time to time about matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records or from reliable sources.

16. Governing Law / Jurisdiction

Your employment with Euclid Innovations is subject to Indian laws. All disputes shall be initially tried to be resolved by arbitration and would be subject to the jurisdiction of courts in Hyderabad only.

17. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms, and conditions related to your employment with Euclid Innovations. Please send your acceptance to this offer per return e-mail within 2 business days from the date of issuance and a signed original copy via courier. The validity of this offer is conditional upon receipt of your acceptance and your joining, on or before the respective dates mentioned herein.

Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
Earnings		
Basic Salary	120000	10000
House Rent Allowance	48000	4000
Special Allowance	57600	4800
EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
Contributions		
EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

I, _____agree with all the above terms and conditions of employment with Euclid Innovations. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from _____.

Date:

Signature:

_____

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Subhadarsini Mohapatra**
Email: subhadarsinimohapatra8939@gmail.com

Dear **Mohapatra,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

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C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

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   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

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f) You will not knowingly export directly or indirectly and U.S. origin technical data to those countries for which a U.S. and /or Indian export license is required under the U.S. and/or Indian export administration regulations without first obtaining it from the U.S. Department of Commerce and /OR the Indian Government a license authorizing the export.

g) If your employment is transferred to any company in Euclid Innovations, your new employees will be subject to the terms of this agreement until you sign another one with the new employing company.

h) You shall upon the termination of your employment with Euclid Innovations return all property belonging to Euclid Innovations, including without limitation all proprietary information, documents, software, disks, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones.

14. Applicability of Company Policies

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Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
Earnings		
Basic Salary	120000	10000
House Rent Allowance	48000	4000
Special Allowance	57600	4800
EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
Contributions		
EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
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Hyderabad – 500032

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Date:

Signature:

_____

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Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **B. Basudeb Patra**
Email: basudevpatro2000@gmail.com

Dear **Patra,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

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Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records or from reliable sources.

16. Governing Law / Jurisdiction

Your employment with Euclid Innovations is subject to Indian laws. All disputes shall be initially tried to be resolved by arbitration and would be subject to the jurisdiction of courts in Hyderabad only.

17. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms, and conditions related to your employment with Euclid Innovations. Please send your acceptance to this offer per return e-mail within 2 business days from the date of issuance and a signed original copy via courier. The validity of this offer is conditional upon receipt of your acceptance and your joining, on or before the respective dates mentioned herein.

Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
Earnings		
Basic Salary	120000	10000
House Rent Allowance	48000	4000
Special Allowance	57600	4800
EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
Contributions		
EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

I, _____agree with all the above terms and conditions of employment with Euclid Innovations. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from _____.

Date:

Signature:

_____

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Gourav Sonwaney**
Email: gouravsonwaney555@gmail.com

Dear **Sonwaney,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
- Provision of medical and accidental insurance
- PF contribution

2. Salary revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. Euclid Innovations operates a Pay-For-Performance policy and the result of any remuneration review will take your performance into account. Please note that the offer and employment conditions during onsite engagements will be executed separately.

3. Taxation

Your income in India will be subjected to tax deduction at source by the obligations and ruling set out by the tax laws of India and other statutory dues as applicable.

4. Place of Work

Your initial place of posting will be **Hyderabad,** however, should a need arise, you may be transferred or expected to travel to any of our offices within India or outside India.
You will be deputed onsite at the discretion of the Management. Please note that such engagements are usually for the long term. Any costs associated with obtaining work permits for onsite engagement will be recovered if you decline to travel or leave employment within 1 year of your hire date.

5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
You are requested to comply with the above hours of work to coordinate and work effectively with all the stakeholders based in our own offices in India and foreign locations or at our client's site as needed.

6. Leave policy

Every employee is eligible for 18 days of Earned leaves (EL) in a year.
Earned leaves balance will carry forward to the next calendar year. In case of the separati on of an employee, the leaves balance will be payable along with the full and final settlem ent. Every employee should be taken prior Approval from their Reporting Managers for the leaves.

7. Project Roll Off

Once you complete a project successfully at our client's place, you will be coming on our bench and we would be redeploying you on other projects based on your being able to clear the required interview screening process. You would continue to be paid all your compensation as usual while you are on the bench.

8. Probationary period

You will initially be employed by the company for 6 months probation period. During the probationary period, Euclid innovations are not liable to provide any notice period or salary instead of services terminated within two weeks of the start date due to non-performance or HR-related issues.

9. Verification

A) This appointment is based on the details provided by you in the company application form/ Employee data form/during the interview/Data provided before or at the time of joining.
B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

10. Notice Period

months' notice. If the employee is anticipated to be on the bench must serve **1 months'** notice. Euclid Innovations Pvt Ltd 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

11. Code of Ethics and business conduct

Your adherence to the Euclid Innovations Ethics and Business Conduct, a copy of which is included in the new employee packet, is vital to Euclid Innovations and your success at Euclid Innovations. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Euclid Innovations code of Ethics and Business conduct and you are agreeing to abide by it. You also agree to take the Euclid Innovations ethics and business conduct course, available online through the Euclid Innovations intranet.

12. Personal Data Transfer

Euclid Innovations human resources information systems are consolidated and managed centrally. To assure that personal data privacy is adequately safeguarded, Euclid Innovations operates internal procedures to protect the confidentiality and security of individual personal data, and Euclid Innovations requires that the outside organizations we work with provide adequate levels of protection.

13. Proprietary information Agreement

You will be employed by Euclid Innovations in a capacity in which you will or may receive confidential information, which is of value to Euclid Innovations you, therefore, agree to abide by the following terms and conditions.

a) Your employment creates a relationship of confidence and trust between you and Euclid Innovations concerning certain information of confidential, proprietary, or trade secret information will be referred to as “proprietary information”.
b) Proprietary information includes without limitation:
   All software developed or licensed by or for Euclid Innovations or licensed to Euclid Innovations by a third party, and any documentation or listing about such software; the term ”software” as used in this paragraph refers to software in various stages of development or any product therefore and includes without limitation the literal elements of a program, its audiovisual components, any human or machine-readable form of the program, and may writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flowcharts, designs, drawings, specification models, data, bug reports and customer information, Marketing and sales plans, product development plans, competitive analysis, benchmark test results, business, and financial plans or forecasts, non-public financial information agreements, and customer and employee lists of Euclid Innovations.
   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

d) You will promptly disclose to Euclid Innovations all ideas, inventions, modifications, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Euclid Innovations, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours. You will also agree to execute without receiving additional compensation.

e) You will not during your employment with Euclid Innovations carry on either alone or in a partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Euclid Innovations, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Euclid Innovations. Further, you will not accept gifts, entertainment, or other favors from persons or bodies with which Euclid Innovations has business dealings unless you have obtained the previous written consent of Euclid Innovations.

f) You will not knowingly export directly or indirectly and U.S. origin technical data to those countries for which a U.S. and /or Indian export license is required under the U.S. and/or Indian export administration regulations without first obtaining it from the U.S. Department of Commerce and /OR the Indian Government a license authorizing the export.

g) If your employment is transferred to any company in Euclid Innovations, your new employees will be subject to the terms of this agreement until you sign another one with the new employing company.

h) You shall upon the termination of your employment with Euclid Innovations return all property belonging to Euclid Innovations, including without limitation all proprietary information, documents, software, disks, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones.

14. Applicability of Company Policies

The Company shall be entitled to make policy declarations from time to time about matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

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Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records or from reliable sources.

16. Governing Law / Jurisdiction

Your employment with Euclid Innovations is subject to Indian laws. All disputes shall be initially tried to be resolved by arbitration and would be subject to the jurisdiction of courts in Hyderabad only.

17. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms, and conditions related to your employment with Euclid Innovations. Please send your acceptance to this offer per return e-mail within 2 business days from the date of issuance and a signed original copy via courier. The validity of this offer is conditional upon receipt of your acceptance and your joining, on or before the respective dates mentioned herein.

Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
Earnings		
Basic Salary	120000	10000
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Special Allowance	57600	4800
EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
Contributions		
EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

I, _____agree with all the above terms and conditions of employment with Euclid Innovations. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from _____.

Date:

Signature:

_____

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Hara Prasad Hembram**
Email: 666haraprasad13@gmail.com

Dear **Hembram,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
- Provision of medical and accidental insurance
- PF contribution

2. Salary revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. Euclid Innovations operates a Pay-For-Performance policy and the result of any remuneration review will take your performance into account. Please note that the offer and employment conditions during onsite engagements will be executed separately.

3. Taxation

Your income in India will be subjected to tax deduction at source by the obligations and ruling set out by the tax laws of India and other statutory dues as applicable.

4. Place of Work

Your initial place of posting will be **Hyderabad,** however, should a need arise, you may be transferred or expected to travel to any of our offices within India or outside India.
You will be deputed onsite at the discretion of the Management. Please note that such engagements are usually for the long term. Any costs associated with obtaining work permits for onsite engagement will be recovered if you decline to travel or leave employment within 1 year of your hire date.

5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
You are requested to comply with the above hours of work to coordinate and work effectively with all the stakeholders based in our own offices in India and foreign locations or at our client's site as needed.

6. Leave policy

Every employee is eligible for 18 days of Earned leaves (EL) in a year.
Earned leaves balance will carry forward to the next calendar year. In case of the separati on of an employee, the leaves balance will be payable along with the full and final settlem ent. Every employee should be taken prior Approval from their Reporting Managers for the leaves.

7. Project Roll Off

Once you complete a project successfully at our client's place, you will be coming on our bench and we would be redeploying you on other projects based on your being able to clear the required interview screening process. You would continue to be paid all your compensation as usual while you are on the bench.

8. Probationary period

You will initially be employed by the company for 6 months probation period. During the probationary period, Euclid innovations are not liable to provide any notice period or salary instead of services terminated within two weeks of the start date due to non-performance or HR-related issues.

9. Verification

A) This appointment is based on the details provided by you in the company application form/ Employee data form/during the interview/Data provided before or at the time of joining.
B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

10. Notice Period

months' notice. If the employee is anticipated to be on the bench must serve **1 months'** notice. Euclid Innovations Pvt Ltd 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

11. Code of Ethics and business conduct

Your adherence to the Euclid Innovations Ethics and Business Conduct, a copy of which is included in the new employee packet, is vital to Euclid Innovations and your success at Euclid Innovations. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Euclid Innovations code of Ethics and Business conduct and you are agreeing to abide by it. You also agree to take the Euclid Innovations ethics and business conduct course, available online through the Euclid Innovations intranet.

12. Personal Data Transfer

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13. Proprietary information Agreement

You will be employed by Euclid Innovations in a capacity in which you will or may receive confidential information, which is of value to Euclid Innovations you, therefore, agree to abide by the following terms and conditions.

a) Your employment creates a relationship of confidence and trust between you and Euclid Innovations concerning certain information of confidential, proprietary, or trade secret information will be referred to as “proprietary information”.
b) Proprietary information includes without limitation:
   All software developed or licensed by or for Euclid Innovations or licensed to Euclid Innovations by a third party, and any documentation or listing about such software; the term ”software” as used in this paragraph refers to software in various stages of development or any product therefore and includes without limitation the literal elements of a program, its audiovisual components, any human or machine-readable form of the program, and may writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flowcharts, designs, drawings, specification models, data, bug reports and customer information, Marketing and sales plans, product development plans, competitive analysis, benchmark test results, business, and financial plans or forecasts, non-public financial information agreements, and customer and employee lists of Euclid Innovations.
   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

d) You will promptly disclose to Euclid Innovations all ideas, inventions, modifications, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Euclid Innovations, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours. You will also agree to execute without receiving additional compensation.

e) You will not during your employment with Euclid Innovations carry on either alone or in a partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Euclid Innovations, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Euclid Innovations. Further, you will not accept gifts, entertainment, or other favors from persons or bodies with which Euclid Innovations has business dealings unless you have obtained the previous written consent of Euclid Innovations.

f) You will not knowingly export directly or indirectly and U.S. origin technical data to those countries for which a U.S. and /or Indian export license is required under the U.S. and/or Indian export administration regulations without first obtaining it from the U.S. Department of Commerce and /OR the Indian Government a license authorizing the export.

g) If your employment is transferred to any company in Euclid Innovations, your new employees will be subject to the terms of this agreement until you sign another one with the new employing company.

h) You shall upon the termination of your employment with Euclid Innovations return all property belonging to Euclid Innovations, including without limitation all proprietary information, documents, software, disks, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones.

14. Applicability of Company Policies

The Company shall be entitled to make policy declarations from time to time about matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

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17. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms, and conditions related to your employment with Euclid Innovations. Please send your acceptance to this offer per return e-mail within 2 business days from the date of issuance and a signed original copy via courier. The validity of this offer is conditional upon receipt of your acceptance and your joining, on or before the respective dates mentioned herein.

Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
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Basic Salary	120000	10000
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EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
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EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

I, _____agree with all the above terms and conditions of employment with Euclid Innovations. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from _____.

Date:

Signature:

_____

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Shiv Sundar Jena**
Email: shivsundarjena00@gmail.com

Dear **Jena,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
- Provision of medical and accidental insurance
- PF contribution

2. Salary revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. Euclid Innovations operates a Pay-For-Performance policy and the result of any remuneration review will take your performance into account. Please note that the offer and employment conditions during onsite engagements will be executed separately.

3. Taxation

Your income in India will be subjected to tax deduction at source by the obligations and ruling set out by the tax laws of India and other statutory dues as applicable.

4. Place of Work

Your initial place of posting will be **Hyderabad,** however, should a need arise, you may be transferred or expected to travel to any of our offices within India or outside India.
You will be deputed onsite at the discretion of the Management. Please note that such engagements are usually for the long term. Any costs associated with obtaining work permits for onsite engagement will be recovered if you decline to travel or leave employment within 1 year of your hire date.

5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
You are requested to comply with the above hours of work to coordinate and work effectively with all the stakeholders based in our own offices in India and foreign locations or at our client's site as needed.

6. Leave policy

Every employee is eligible for 18 days of Earned leaves (EL) in a year.
Earned leaves balance will carry forward to the next calendar year. In case of the separati on of an employee, the leaves balance will be payable along with the full and final settlem ent. Every employee should be taken prior Approval from their Reporting Managers for the leaves.

7. Project Roll Off

Once you complete a project successfully at our client's place, you will be coming on our bench and we would be redeploying you on other projects based on your being able to clear the required interview screening process. You would continue to be paid all your compensation as usual while you are on the bench.

8. Probationary period

You will initially be employed by the company for 6 months probation period. During the probationary period, Euclid innovations are not liable to provide any notice period or salary instead of services terminated within two weeks of the start date due to non-performance or HR-related issues.

9. Verification

A) This appointment is based on the details provided by you in the company application form/ Employee data form/during the interview/Data provided before or at the time of joining.
B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

10. Notice Period

months' notice. If the employee is anticipated to be on the bench must serve **1 months'** notice. Euclid Innovations Pvt Ltd 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

11. Code of Ethics and business conduct

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a) Your employment creates a relationship of confidence and trust between you and Euclid Innovations concerning certain information of confidential, proprietary, or trade secret information will be referred to as “proprietary information”.
b) Proprietary information includes without limitation:
   All software developed or licensed by or for Euclid Innovations or licensed to Euclid Innovations by a third party, and any documentation or listing about such software; the term ”software” as used in this paragraph refers to software in various stages of development or any product therefore and includes without limitation the literal elements of a program, its audiovisual components, any human or machine-readable form of the program, and may writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flowcharts, designs, drawings, specification models, data, bug reports and customer information, Marketing and sales plans, product development plans, competitive analysis, benchmark test results, business, and financial plans or forecasts, non-public financial information agreements, and customer and employee lists of Euclid Innovations.
   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

d) You will promptly disclose to Euclid Innovations all ideas, inventions, modifications, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Euclid Innovations, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours. You will also agree to execute without receiving additional compensation.

e) You will not during your employment with Euclid Innovations carry on either alone or in a partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Euclid Innovations, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Euclid Innovations. Further, you will not accept gifts, entertainment, or other favors from persons or bodies with which Euclid Innovations has business dealings unless you have obtained the previous written consent of Euclid Innovations.

f) You will not knowingly export directly or indirectly and U.S. origin technical data to those countries for which a U.S. and /or Indian export license is required under the U.S. and/or Indian export administration regulations without first obtaining it from the U.S. Department of Commerce and /OR the Indian Government a license authorizing the export.

g) If your employment is transferred to any company in Euclid Innovations, your new employees will be subject to the terms of this agreement until you sign another one with the new employing company.

h) You shall upon the termination of your employment with Euclid Innovations return all property belonging to Euclid Innovations, including without limitation all proprietary information, documents, software, disks, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones.

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Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records or from reliable sources.

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17. Validity

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Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
Earnings		
Basic Salary	120000	10000
House Rent Allowance	48000	4000
Special Allowance	57600	4800
EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
Contributions		
EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

I, _____agree with all the above terms and conditions of employment with Euclid Innovations. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from _____.

Date:

Signature:

_____

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Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Soumya Ranjan Sahoo**
Email: sahooguddu9@gmail.com

Dear **Sahoo,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
- Provision of medical and accidental insurance
- PF contribution

2. Salary revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. Euclid Innovations operates a Pay-For-Performance policy and the result of any remuneration review will take your performance into account. Please note that the offer and employment conditions during onsite engagements will be executed separately.

3. Taxation

Your income in India will be subjected to tax deduction at source by the obligations and ruling set out by the tax laws of India and other statutory dues as applicable.

4. Place of Work

Your initial place of posting will be **Hyderabad,** however, should a need arise, you may be transferred or expected to travel to any of our offices within India or outside India.
You will be deputed onsite at the discretion of the Management. Please note that such engagements are usually for the long term. Any costs associated with obtaining work permits for onsite engagement will be recovered if you decline to travel or leave employment within 1 year of your hire date.

5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
You are requested to comply with the above hours of work to coordinate and work effectively with all the stakeholders based in our own offices in India and foreign locations or at our client's site as needed.

6. Leave policy

Every employee is eligible for 18 days of Earned leaves (EL) in a year.
Earned leaves balance will carry forward to the next calendar year. In case of the separati on of an employee, the leaves balance will be payable along with the full and final settlem ent. Every employee should be taken prior Approval from their Reporting Managers for the leaves.

7. Project Roll Off

Once you complete a project successfully at our client's place, you will be coming on our bench and we would be redeploying you on other projects based on your being able to clear the required interview screening process. You would continue to be paid all your compensation as usual while you are on the bench.

8. Probationary period

You will initially be employed by the company for 6 months probation period. During the probationary period, Euclid innovations are not liable to provide any notice period or salary instead of services terminated within two weeks of the start date due to non-performance or HR-related issues.

9. Verification

A) This appointment is based on the details provided by you in the company application form/ Employee data form/during the interview/Data provided before or at the time of joining.
B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

10. Notice Period

months' notice. If the employee is anticipated to be on the bench must serve **1 months'** notice. Euclid Innovations Pvt Ltd 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

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   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

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Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

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Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
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- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Pritam Jena**
Email: pritamjena80@gmail.com

Dear **Jena,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
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2. Salary revision

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5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
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B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

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Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
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Authorized Signatory

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Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

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Date:

Signature:

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- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Rahul Kumar Shaw**
Email: rahulshaw74170@gmail.com

Dear **Shaw,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
- Provision of medical and accidental insurance
- PF contribution

2. Salary revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. Euclid Innovations operates a Pay-For-Performance policy and the result of any remuneration review will take your performance into account. Please note that the offer and employment conditions during onsite engagements will be executed separately.

3. Taxation

Your income in India will be subjected to tax deduction at source by the obligations and ruling set out by the tax laws of India and other statutory dues as applicable.

4. Place of Work

Your initial place of posting will be **Hyderabad,** however, should a need arise, you may be transferred or expected to travel to any of our offices within India or outside India.
You will be deputed onsite at the discretion of the Management. Please note that such engagements are usually for the long term. Any costs associated with obtaining work permits for onsite engagement will be recovered if you decline to travel or leave employment within 1 year of your hire date.

5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
You are requested to comply with the above hours of work to coordinate and work effectively with all the stakeholders based in our own offices in India and foreign locations or at our client's site as needed.

6. Leave policy

Every employee is eligible for 18 days of Earned leaves (EL) in a year.
Earned leaves balance will carry forward to the next calendar year. In case of the separati on of an employee, the leaves balance will be payable along with the full and final settlem ent. Every employee should be taken prior Approval from their Reporting Managers for the leaves.

7. Project Roll Off

Once you complete a project successfully at our client's place, you will be coming on our bench and we would be redeploying you on other projects based on your being able to clear the required interview screening process. You would continue to be paid all your compensation as usual while you are on the bench.

8. Probationary period

You will initially be employed by the company for 6 months probation period. During the probationary period, Euclid innovations are not liable to provide any notice period or salary instead of services terminated within two weeks of the start date due to non-performance or HR-related issues.

9. Verification

A) This appointment is based on the details provided by you in the company application form/ Employee data form/during the interview/Data provided before or at the time of joining.
B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

10. Notice Period

months' notice. If the employee is anticipated to be on the bench must serve **1 months'** notice. Euclid Innovations Pvt Ltd 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

11. Code of Ethics and business conduct

Your adherence to the Euclid Innovations Ethics and Business Conduct, a copy of which is included in the new employee packet, is vital to Euclid Innovations and your success at Euclid Innovations. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Euclid Innovations code of Ethics and Business conduct and you are agreeing to abide by it. You also agree to take the Euclid Innovations ethics and business conduct course, available online through the Euclid Innovations intranet.

12. Personal Data Transfer

Euclid Innovations human resources information systems are consolidated and managed centrally. To assure that personal data privacy is adequately safeguarded, Euclid Innovations operates internal procedures to protect the confidentiality and security of individual personal data, and Euclid Innovations requires that the outside organizations we work with provide adequate levels of protection.

13. Proprietary information Agreement

You will be employed by Euclid Innovations in a capacity in which you will or may receive confidential information, which is of value to Euclid Innovations you, therefore, agree to abide by the following terms and conditions.

a) Your employment creates a relationship of confidence and trust between you and Euclid Innovations concerning certain information of confidential, proprietary, or trade secret information will be referred to as “proprietary information”.
b) Proprietary information includes without limitation:
   All software developed or licensed by or for Euclid Innovations or licensed to Euclid Innovations by a third party, and any documentation or listing about such software; the term ”software” as used in this paragraph refers to software in various stages of development or any product therefore and includes without limitation the literal elements of a program, its audiovisual components, any human or machine-readable form of the program, and may writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flowcharts, designs, drawings, specification models, data, bug reports and customer information, Marketing and sales plans, product development plans, competitive analysis, benchmark test results, business, and financial plans or forecasts, non-public financial information agreements, and customer and employee lists of Euclid Innovations.
   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

d) You will promptly disclose to Euclid Innovations all ideas, inventions, modifications, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Euclid Innovations, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours. You will also agree to execute without receiving additional compensation.

e) You will not during your employment with Euclid Innovations carry on either alone or in a partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Euclid Innovations, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Euclid Innovations. Further, you will not accept gifts, entertainment, or other favors from persons or bodies with which Euclid Innovations has business dealings unless you have obtained the previous written consent of Euclid Innovations.

f) You will not knowingly export directly or indirectly and U.S. origin technical data to those countries for which a U.S. and /or Indian export license is required under the U.S. and/or Indian export administration regulations without first obtaining it from the U.S. Department of Commerce and /OR the Indian Government a license authorizing the export.

g) If your employment is transferred to any company in Euclid Innovations, your new employees will be subject to the terms of this agreement until you sign another one with the new employing company.

h) You shall upon the termination of your employment with Euclid Innovations return all property belonging to Euclid Innovations, including without limitation all proprietary information, documents, software, disks, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones.

14. Applicability of Company Policies

The Company shall be entitled to make policy declarations from time to time about matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records or from reliable sources.

16. Governing Law / Jurisdiction

Your employment with Euclid Innovations is subject to Indian laws. All disputes shall be initially tried to be resolved by arbitration and would be subject to the jurisdiction of courts in Hyderabad only.

17. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms, and conditions related to your employment with Euclid Innovations. Please send your acceptance to this offer per return e-mail within 2 business days from the date of issuance and a signed original copy via courier. The validity of this offer is conditional upon receipt of your acceptance and your joining, on or before the respective dates mentioned herein.

Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
Earnings		
Basic Salary	120000	10000
House Rent Allowance	48000	4000
Special Allowance	57600	4800
EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
Contributions		
EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

I, _____agree with all the above terms and conditions of employment with Euclid Innovations. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from _____.

Date:

Signature:

_____

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Date: July 5, 2022

Private and Confidential

To: **Lopamudra Swain**
Email: lopamudraswain05@gmail.com

Dear **Swain,**

Offer of Employment

We are pleased to offer you employment in the position of **Associate - Talent Acquisition** with Euclid Innovations Pvt. Ltd. Your tentative joining date would be **July 11, 2022,** and your point of contact would be **Santosh Kumar Saripalle**.

1. Remuneration

Your annual remuneration is calculated on a cost-to-company basis of **INR 240000 (Rupees Two Lakh Forty Thousand Only)**, as per the attached Annexure, subject to Income Tax deductible at source.

Benefits

- Leave entitlement
- Provision of medical and accidental insurance
- PF contribution

2. Salary revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. Euclid Innovations operates a Pay-For-Performance policy and the result of any remuneration review will take your performance into account. Please note that the offer and employment conditions during onsite engagements will be executed separately.

3. Taxation

Your income in India will be subjected to tax deduction at source by the obligations and ruling set out by the tax laws of India and other statutory dues as applicable.

4. Place of Work

Your initial place of posting will be **Hyderabad,** however, should a need arise, you may be transferred or expected to travel to any of our offices within India or outside India.
You will be deputed onsite at the discretion of the Management. Please note that such engagements are usually for the long term. Any costs associated with obtaining work permits for onsite engagement will be recovered if you decline to travel or leave employment within 1 year of your hire date.

5. Working Hours

The normal working days are Monday through Friday. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities and for the proper discharge of your duties to the Company.
You are requested to comply with the above hours of work to coordinate and work effectively with all the stakeholders based in our own offices in India and foreign locations or at our client's site as needed.

6. Leave policy

Every employee is eligible for 18 days of Earned leaves (EL) in a year.
Earned leaves balance will carry forward to the next calendar year. In case of the separati on of an employee, the leaves balance will be payable along with the full and final settlem ent. Every employee should be taken prior Approval from their Reporting Managers for the leaves.

7. Project Roll Off

Once you complete a project successfully at our client's place, you will be coming on our bench and we would be redeploying you on other projects based on your being able to clear the required interview screening process. You would continue to be paid all your compensation as usual while you are on the bench.

8. Probationary period

You will initially be employed by the company for 6 months probation period. During the probationary period, Euclid innovations are not liable to provide any notice period or salary instead of services terminated within two weeks of the start date due to non-performance or HR-related issues.

9. Verification

A) This appointment is based on the details provided by you in the company application form/ Employee data form/during the interview/Data provided before or at the time of joining.
B) The offer is based on Indian laws and subject to no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your employment/Immigration pass application (Whenever applicable). For audit purposes, you are also expected to provide an original copy of your last payslip to the Human Resources Department.
C) Company reserves the right to conduct a background verification check of the credentials mentioned in your job application. In case of misrepresentation of facts, the company may terminate your services without due notice.

10. Notice Period

months' notice. If the employee is anticipated to be on the bench must serve **1 months'** notice. Euclid Innovations Pvt Ltd 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

11. Code of Ethics and business conduct

Your adherence to the Euclid Innovations Ethics and Business Conduct, a copy of which is included in the new employee packet, is vital to Euclid Innovations and your success at Euclid Innovations. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Euclid Innovations code of Ethics and Business conduct and you are agreeing to abide by it. You also agree to take the Euclid Innovations ethics and business conduct course, available online through the Euclid Innovations intranet.

12. Personal Data Transfer

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13. Proprietary information Agreement

You will be employed by Euclid Innovations in a capacity in which you will or may receive confidential information, which is of value to Euclid Innovations you, therefore, agree to abide by the following terms and conditions.

a) Your employment creates a relationship of confidence and trust between you and Euclid Innovations concerning certain information of confidential, proprietary, or trade secret information will be referred to as “proprietary information”.
b) Proprietary information includes without limitation:
   All software developed or licensed by or for Euclid Innovations or licensed to Euclid Innovations by a third party, and any documentation or listing about such software; the term ”software” as used in this paragraph refers to software in various stages of development or any product therefore and includes without limitation the literal elements of a program, its audiovisual components, any human or machine-readable form of the program, and may writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flowcharts, designs, drawings, specification models, data, bug reports and customer information, Marketing and sales plans, product development plans, competitive analysis, benchmark test results, business, and financial plans or forecasts, non-public financial information agreements, and customer and employee lists of Euclid Innovations.
   Any information of the type described above Euclid Innovations has a legal obligation to treat as confidential, or which Euclid Innovations treats as proprietary or designated as confidential, whether or not owned or developed by Euclid Innovations.
c) At all times, both during and after your employment with Euclid Innovations, you will hold proprietary information in confidence. You will not use, transfer, publish, disclose, or report proprietary information directly or indirectly except such disclosure to other Euclid Innovations employees or authorized third-parties as may be necessary for the ordinary course of performing your duties for Euclid Innovations or otherwise directed by Euclid Innovations.

d) You will promptly disclose to Euclid Innovations all ideas, inventions, modifications, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Euclid Innovations, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours. You will also agree to execute without receiving additional compensation.

e) You will not during your employment with Euclid Innovations carry on either alone or in a partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Euclid Innovations, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Euclid Innovations. Further, you will not accept gifts, entertainment, or other favors from persons or bodies with which Euclid Innovations has business dealings unless you have obtained the previous written consent of Euclid Innovations.

f) You will not knowingly export directly or indirectly and U.S. origin technical data to those countries for which a U.S. and /or Indian export license is required under the U.S. and/or Indian export administration regulations without first obtaining it from the U.S. Department of Commerce and /OR the Indian Government a license authorizing the export.

g) If your employment is transferred to any company in Euclid Innovations, your new employees will be subject to the terms of this agreement until you sign another one with the new employing company.

h) You shall upon the termination of your employment with Euclid Innovations return all property belonging to Euclid Innovations, including without limitation all proprietary information, documents, software, disks, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones.

14. Applicability of Company Policies

The Company shall be entitled to make policy declarations from time to time about matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records or from reliable sources.

16. Governing Law / Jurisdiction

Your employment with Euclid Innovations is subject to Indian laws. All disputes shall be initially tried to be resolved by arbitration and would be subject to the jurisdiction of courts in Hyderabad only.

17. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms, and conditions related to your employment with Euclid Innovations. Please send your acceptance to this offer per return e-mail within 2 business days from the date of issuance and a signed original copy via courier. The validity of this offer is conditional upon receipt of your acceptance and your joining, on or before the respective dates mentioned herein.

Yours sincerely

Bhanu Prakash Badri
Manager – Human Resources

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Annexure

Particulars	Per Year	Per Month
Earnings		
Basic Salary	120000	10000
House Rent Allowance	48000	4000
Special Allowance	57600	4800
EPF Employer Share	14400	1200
A . Cost to the company	**240000**	**20000**
Contributions		
EPF Employer Share	14400	1200
EPF EE Share	14400	1200
B. Total Contributions	28800	2400
Taxes & Deductions		
Professional Tax	1800	150
TDS (if applicable)		
C. Total Deductions	**1800**	**150**
D. Net take home (D= A-(B+C)	**209400**	**17450**

Authorized Signatory

Bhanu Prakash Badri
Manager – Human Resources

<u>Acceptance of Offer & Self Declaration</u>

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

I, _____agree with all the above terms and conditions of employment with Euclid Innovations. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from _____.

Date:

Signature:

_____

SLN Terminus (4th Floor),
Kondapur – Gachibowli Road,
Besides Botanical Garden, Gachibowli
Hyderabad – 500032

Documents Required for Joining Formalities

At the time of your joining, you would be required to bring original documents for verification & submit a photocopy of each of the following testimonials:

- Passport size Color Photos x 5
- PAN & Aadhaar Copy
- Passport Copy
- Any other Govt. Issues ID Proof
- Educational Qualification Documents.
    - SSC, Intermediate/Diploma, Graduation & Post Graduation marks memo & provisional/completion certificates OR any other equivalent course certificates
- Work Experience Documents
    - Experience/Relieving documents of your current and all your previous employers.
    - Latest last three months' pay slips, appointment letter, Resignation Acceptance Mail/Letter OR Experience/Relieving Letter & Form 16 of your current employer.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date: 18-Dec-2021
Name: Subham Bhatacharje
Location: Odisha,
Address: Q. No.-B/7, Sec-4, Rourkela, Odisha

Dear Subham,

Subject: Offer letter of employment as **Business Development Executive**.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Jan-2022**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof (PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti-Corruption Policy.

The URL for the link is: https://careers.extramarks.com/index/filldetail/refId/Mjk4NzQ1MjQ=

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Jan-2022**.

_____
Accepted

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date: 18-Dec-2021
Name: Amlan Kumar Das
Location: Jharkhand,
Address: Q. No.-AD/7, Chasnalla South Colony, Dhanbad, Jharkhand - 828135

Dear Amlan,

Subject: Offer letter of employment as **Business Development Executive**.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Jan-2022**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof (PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti-Corruption Policy.

The URL for the link is: https://careers.extramarks.com/index/filldetail/refId/Mjk4NzQ1MjQ=

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Jan-2022**.

_____
Accepted

Offer Letter: Graduate Engineer Trainee

Dear Amit Kumar Panda,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 07th August, 2022.

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000**/-
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

.

Terms & Conditions

1. Your compensation will be limited to the entitlements mentioned above.
2. Your training period may be extended for an additional period at the management's discretion.
3. Any transfers or relocations will be handled solely by the organization.
4. During your training period, the management reserves the right to discontinue your services without notice.
5. Your confirmation will be based exclusively on your performance and successful completion of the training period.
6. There should not be any active back logs at the time of your joining and if there is any, then this offer is deemed to be cancelled.

An Appointment Letter detailing the terms and conditions of your employment shall be issued upon your acceptance of the offer and you being declared medically fit for employment by our medical partner.

We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume as an acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date:_____

Name:_____

Offer Letter: Graduate Engineer Trainee

Dear Animes Das,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 07th August, 2022.

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000**/-
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

.

Terms & Conditions

1. Your compensation will be limited to the entitlements mentioned above.
2. Your training period may be extended for an additional period at the management's discretion.
3. Any transfers or relocations will be handled solely by the organization.
4. During your training period, the management reserves the right to discontinue your services without notice.
5. Your confirmation will be based exclusively on your performance and successful completion of the training period.
6. There should not be any active back logs at the time of your joining and if there is any, then this offer is deemed to be cancelled.

An Appointment Letter detailing the terms and conditions of your employment shall be issued upon your acceptance of the offer and you being declared medically fit for employment by our medical partner.

We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume as an acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date:_____

Name:_____

Offer Letter: Graduate Engineer Trainee

Dear Kishan Singh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 07th August, 2022.

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000**/-
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

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Terms & Conditions

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We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume as an acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date:_____

Name:_____

Offer Letter: Graduate Engineer Trainee

Dear Kuldeep Saha,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 07th August, 2022.

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000**/-
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

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With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date:_____

Name:_____

Offer Letter: Graduate Engineer Trainee

Dear Pravash Kumar Das,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 07th August, 2022.

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000**/-
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

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Terms & Conditions

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With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date:_____

Name:_____

Offer Letter: Graduate Engineer Trainee

Dear Sai Gourav Patra,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 07th August, 2022.

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
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4. Travel arrangements for the entire training period (as per policy)

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With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date:_____

Name:_____

Offer Letter: Graduate Engineer Trainee

Dear Sanjaya Kumar Sahu,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 07th August, 2022.

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
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With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date:_____

Name:_____

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Arqam Farhan (B.TECH- CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Aswini Kumar Rout (B.TECH- CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Bibekananda Mahalik (B.TECH- CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear H R Soumyaranjan Pradhan (B.TECH- CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Jagan Mohan Khatua (B.TECH- CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Janhabi Samal (B.TECH- CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Subham Subhadarshee Sahoo (B.TECH- CIVIL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Abhijeet Kumar Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Abhilipsa Samal,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

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Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Akash Mohapatra,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

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Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Ankita Priyadarshini Swain,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

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4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Arpita Mulia,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

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Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Avasmini Das,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

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Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Chinmaya Patra,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

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Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Himansu Sekhar Gouda,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

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Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Manisha Das,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

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2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Prisita Patel,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Raushan Kumar Singh,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

Date: 4-Dec-2020

Letter of Intent

Dear **ANKIT MOHAPATRA,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **DIBYANSHI PANDA,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **HRUSHIKES MOHANTA,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **LEENA PARIDA,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **NIRAKAR SAHOO,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **PIYUSH KUMAR,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

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8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **PREETAM KUMAR BEHERA,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

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- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

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9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **PREETI RAI,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month.**

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

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9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **SIMRAN PRAHARAJ,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
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- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

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9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Cognizant

23-Mar-2021

Dear Ambikesh Sarangi,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521924

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Ambikesh Sarangi **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Ambikesh Sarangi, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Ambikesh Sarangi

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Debashish Panda,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521915

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

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a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

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4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Debashish Panda **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
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- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Debashish Panda, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Debashish Panda

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Gupta Prasad Sabat,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521914

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Gupta Prasad Sabat **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Gupta Prasad Sabat, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Gupta Prasad Sabat

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Jannat Kumar Pradhan,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521913

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Jannat Kumar Pradhan **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Jannat Kumar Pradhan, 23, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

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By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

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The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

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As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

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iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Jannat Kumar Pradhan

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Natasha Mohapatra,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521912

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Natasha Mohapatra **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Natasha Mohapatra, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Natasha Mohapatra

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Niwas Kumar,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521911

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Niwas Kumar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Niwas Kumar, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Niwas Kumar

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Prachi Prachurya Rout,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521926

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Prachi Prachurya Rout **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Prachi Prachurya Rout, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Prachi Prachurya Rout

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Simran Dixit,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521917

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Simran Dixit **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
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2	HRA*	6300	75,600
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- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Simran Dixit, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Simran Dixit

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Suman Das,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521918

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

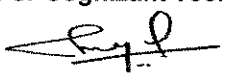
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Suman Das **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Suman Das, 21, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Suman Das

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Swastik Srichandan Sahoo,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521919

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Swastik Srichandan Sahoo **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Swastik Srichandan Sahoo, 21, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Swastik Srichandan Sahoo

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Tulika Kumari,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521920

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Tulika Kumari **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Tulika Kumari, 20, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Tulika Kumari

Sign: _____
Name:

DreamGains

LETTER OF INTENT

Date: 14/04/2021

Dear Lopita Lagnachita Mishra,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of **'Relationship Manager'** in our organization. You would be required to join us on **26/04/2021** failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing.

Your total Cost to the Company will be Rs. 5,06,400/-

Components	Fig in INR/Month
Basic	8,400
HRA	3,600
AA	1,400
TA	800
MA	1,250
SA	5,750
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total Net Salary	19,800
Performance Linked Bonus	21,000
Total	42,200
Total CTC	5,06,400

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For DreamGains Financials India Private Limited

Rajen Patwari

HR Manager

DreamGains

LETTER OF INTENT

Date: 14/04/2021

Dear Navneeta Prasad,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of **'Relationship Manager'** in our organization. You would be required to join us on **26/04/2021** failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing.

Your total Cost to the Company will be Rs. 5,06,400/-

Components	Fig in INR/Month
Basic	8,400
HRA	3,600
AA	1,400
TA	800
MA	1,250
SA	5,750
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total Net Salary	19,800
Performance Linked Bonus	21,000
Total	42,200
Total CTC	5,06,400

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For DreamGains Financials India Private Limited

Rajen Patwari

HR Manager

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Engineering Business Outcomes

Infogain India Pvt. Ltd.
A-16 & A-21, Sector-60, Noida,
Gautam Budh Nagar - 201301, U.P. India
Phone: +91-120-2445144, 6226000
Email: info@infogain.com, Web:
www.infogain.com

Ref. No: GDC/HR/OFFER/21/294 **30th June 2021**

Debadatta Swain

AT-Bhajana,Post-Pokhariapada,
Bhajana, Block-Erasama
Dist-Jagatsinghpur
Odisha

Dear **Debadatta,**

Infogain is a Silicon-Valley headquartered company, Infogain is a global business-oriented IT consulting provider of front-end, customer-facing technologies, processes and applications, leading to a more efficient and streamlined customer experience. We want our clients' interactions with their customers to be fast, efficient, and cost effective. With close to 4,000 employees in the United State, India, the Middle East, the UK, Singapore and Malaysia, we service 5 of the world's largest 50 companies, and 24 of the Fortune500.

- We extend you an offer to join Infogain as **"Software Engineer Trainee".**
- You shall be required to work remotely till the time officially conveyed to you by the Organization. Post resumption of the normal working conditions, your initial place of posting will be at **Unit 181, SDF VI, 1st Floor, MIDC, SEEPZ, Andheri (EAST), Mumbai** but your services can be transferred to other offices or work locations including client sites, at the sole discretion of the Company.
- You will be on training for a period of Nine (9) months. However, in the event Company feels that your performance after nine month's training is unsatisfactory, then this training period shall be increased at the sole discretion of the Company. On completion of every two (2) months, your performance will be evaluated and based on your performance your training period will be continued. The Company shall impart extensive classroom and on the job training to you during the said period of training and/or extended period in state of the art and cutting-edge latest technologies, which the Company has developed and/or developing since last more than one and a half decades to make you updated in all the fields at a very high cost to the Company.
- Till such time that you are intimated in writing, you shall continue to be on training.
- Your absorption at Infogain is after meeting our stringent performance standards and will be further based on Company's business needs and as such accepting you as a trainee is in no way a commitment that you would be offered an employment with Infogain.
- During training, you would be paid a monthly stipend of **INR 20,000/- (Rupees Twenty Thousand Only).**

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www.infogain.com

- Your appointment will be subject to your successful completion of your BE/B.Tech/MCA/M.Sc/M.Tech degree. This offer will stand automatically withdrawn if your final aggregate percentage in BE/B.Tech/MCA/M.Sc/M.Tech is less than the current aggregate. Upon successful completion of the training period, you shall be required to sign the service agreement at the time of joining the organization and shall be appointed as **"Software Engineer"** on an Annual gross salary of **INR 3,75,000/- (Rupees Three lakh Seventy-Five Thousand Only)**. In addition, you would be entitled for benefits like Mediclaim /Accidental Insurance coverage as per Company Policy.

- You acknowledge and agree that the Company shall be incurring extra costs on the training of the resources and we value our relationship with every resource. The resources shall be required to be associated with the company for a minimum period of two (2) years post the training period. Resources not serving two years after signing the Service Agreement shall be liable to pay an amount of INR 1 Lakhs towards the training/certification costs incurred by the Company.

- The Company will expect you to work with a high standard of initiative, efficiency and economy. However, during the training period, Company reserves the right to terminate the traineeship any time, if your performance is not satisfactory or for misconduct, without compensation or notice.

- In the event of your leaving the services, you will have to give 60 days' notice during training and upon confirmation 90 days' notice period for winding up the assignments/tasks, you were handling. However, the Company may relieve you before the completion of stipulated time period.

  On your joining day, you are required to submit the documents for our records, as mentioned in the list enclosed.

- Your initial place of posting will be at **Unit 181, SDF VI, 1st Floor, MIDC, SEEPZ, Andheri (EAST), Mumbai**

- You are requested to report for your duties on **21st July 2021.**

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Annexure-I

List of Documents to be produced at the time of joining

I. **Aadhaar (As per government notification, it is mandatory to produce it. It will be linked to your PF account. If not submitted, it will not be possible to complete the joining formalities.)**
I. Date of Birth Certificate (10th Certificate).
II. Copies of your Academic Degree/ Certificate/ Mark sheet (All Semesters). Post-Graduation documents also to be provided in case you are a PG Degree holder.
III. Copy of your passport.
IV. Copy of PAN card. (**Mandatory**)
V. Current Address Proof (Rent Agreement/Utility Bills/Affidavit etc.).
VI. Permanent Address Proof.
VII. **Five** latest passport size photographs.
VIII. For Bank Account Opening:
- Original PAN Card and original Passport/Voter ID Card/Driving License.
- Cheque (mandate to have name printed on it) or Bank Statement

If you have an active saving account with ICICI BANK, please furnish the details. You may continue to use it at Infogain.

Note:

- As per Infogain policy, you will be subjected to Background Verification pre/post your date of joining.
- You are advised to carry **"3 Copies"** of all the above-mentioned documents on your date of joining.

Neelima Trehan

Neelima Trehan | Sr. Manager-Campus Cell
M: (+91) 9958114616 | O: 91-120- 2445144
infogain.com | Engineering Business Outcomes

Agreed and Accepted

Date:

Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Devlal Lohar
Address: S/O - Budhan Lohar
AT - A-117/929, Ucil Colony, Narwapahar,
East Singhbhum, Jharkhand,
Pin- 832111

Dear Devlal,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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Email: **info@iserveu.in** | Web: **www.iserveu.in**

3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Ms. Gulnaaz Parween
Address: D/O - Abdul Jahur Mohammad
Plot No - 38/1493, Sub Plot - 10, Kokila Garden,
Pokhariput, Bhubaneswar, Odisha,
Pin - 752017

Dear Gulnaaz,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Harekrushna Lenka
Address: S/O - Dhaneswar Lenka
AT - Badaora, P.O - Kalapadar,
Puri, Odisha,
Pin - 752017

Dear Harekrushna,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. **COMPENSATION**:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. **LEAVE**:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. **Employee Benefits**:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. **LOCATION**:

Your place of employment will be Bhubaneswar.

7. **POLICIES**:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. **ACCESS TO INFORMATION AND SECRECY**:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Pranaya Kumar Singh
Address: S/O - Thakur Charan Singh
QTR NO - F-1/20, Back side of Raj Bhawan Colony,
Unit-8, Bhubaneswar, Odisha,
Pin - 751012

Dear Pranaya,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
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Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Ms. Shivani Nayak
Address: D/O - Govinda Chandra Nayak
AT - Qtr.No - B/1282, P.O - Nalco Nagar,
Angul, Odisha,
Pin -759145

Dear Shivani,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively, the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arises as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

Offer Letter – Internship/044/2021-March

Date: 1 March'2021
Name: Alaka Sahu
Address: Trident, Bhubaneswar.

Dear Alaka,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT ("NDA") is entered on **1st March 2021** by and between:

LivNSense Technologies Pvt Ltd having a place of business at #1567, NGR Arcade, 4th Floor, 27th Main Road HSR Layout Sector 2, Bengaluru – 560102, Karnataka State, India, henceforth called as [Disclosing Party]

And

Alaka Sahu as an individual and having an address: ----------

----------, henceforth called as Receiving Party.

and governs all disclosures of the subject matter herein which are made by either party ("Disclosing Party") to the other party ("Receiving Party") from the Effective Date until this NDA is terminated, which shall be upon written notice having been given by either party to the other party and the same being accepted by the other party, or in any event 48 months following the Effective Date. All obligations hereunder shall continue for 48 months from the date of disclosure.

In consideration of the premises and covenants of this NDA, the parties agree as follows:

1. Each party desires to furnish to the other party certain information that the Disclosing Party regards as proprietary. Such information may include, but is not limited to, information of the Disclosing Party relating to client information, services, methodologies, products, manufacturing processes, business strategies and plans, customer lists, research and development programs, and such other information, if any, including: Proprietary, technical, marketing, sales, operations, financial and any other type of information ("Confidential Information"). Confidential Information may be furnished in any tangible or intangible form including, but not limited to, writings, drawings, computer tapes and other electronic media, samples, and verbal communications. Any Confidential Information furnished in tangible form shall be conspicuously marked as such and the content of any verbal communication will be clearly identified as the Confidential Information.

2. LivNSense Technologies Pvt Ltd is in onboarding **Alaka Sahu** as an Intern and as such shares the company and customers confidential information with him. All existing and jointly developed new information solely belongs and is owned by LivNSense Technologies Pvt Ltd. This clause supersedes any other clause in this NDA or any previous verbal and written communications.

3. Each party agrees that for a period of four years from the date of disclosure it shall not disclose Confidential Information received from the Disclosing Party to any third party nor use such Confidential Information for any purpose other than to evaluate its interest in the mutual business described above. The Receiving Party shall use the same degree of care in maintaining the

confidentiality of the Confidential Information as it uses with respect to its own information that is regarded as confidential and/or proprietary by such party, but in any case, shall at least use reasonable care. Each party agrees that it will restrict the access of all Confidential Information to only those of its employees and consultants who have need to be informed of the Confidential Information for the purposes for which the Confidential Information is provided.

4. The obligations of confidentiality and limitations of use shall continue for the period stated in Section 3; provided, however, neither party shall be liable for any disclosure of Confidential Information if the same information: (i) is in the public domain at the time of disclosure or later comes within the public domain, except through the acts or omissions of the Receiving Party; (ii) is known to the Receiving Party at the time of its disclosure; (iii) is approved for release by written authorization of the Disclosing Party; (iv) become known to the Receiving Party from a source other than the Disclosing Party without breach of an obligation of confidentiality; (v) is disclosed to one or more third parties by the Disclosing Party without restriction; (vi) is independently developed by employees or representatives of the Receiving Party without access to or use of the Confidential Information; or (vii) is subject to disclosure in accordance with a court order.

5. The receiving party agrees that it will make no copies of any Confidential Information received from the other party without the Receiving Party having first obtained the written authorization for such copies from the Disclosing Party. Upon request by the Disclosing Party, all items of Confidential Information shall be returned to the Disclosing Party, or destroyed, with the Receiving Party certifying the destruction thereof.

6. The Disclosing Party makes no warranty as to the accuracy of any Confidential Information, which information is furnished "AS IS." All right, title, and interest in and to the Confidential Information shall be and remain that of the Disclosing Party. No right or license and no authorization or consent (other than the consent expressly set forth herein), express or implied, to use any Confidential Information is granted hereunder, and the Receiving Party agrees to be so limited with respect to all Confidential Information received hereunder.

7. Receiving party agrees that it shall not attempt to, or knowingly, export or re-export Confidential Information of the Disclosing Party to any country without first having obtained all necessary approvals therefor.

8. The parties agree that this NDA and all disputes arising hereunder shall be governed by the laws of India. In addition, it is acknowledged and agreed that since a breach of the obligations of this NDA is likely to cause irreparable harm to the Disclosing Party and that money damages alone may be inadequate as a remedy for a breach of such obligations, the Receiving Party agrees that a Disclosing Party may seek injunctive relief of any provision of this NDA.

9. This NDA constitutes the entire understanding between the parties as to the Confidential Information. No amendment or modification of this NDA shall be valid or binding on the parties unless

made in writing and signed on behalf of each of the parties by their respective duly authorized representatives.

This NDA has been signed by the duly authorized representatives of the parties in identical counterparts, all of which comprise but one agreement on the subject matter hereof.

By: LivNSense Technologies Pvt Ltd	**By:**
Name: Niniva Roy	Name: ----------
Title: Department Of HR	Title: ----------
Date: 1st Mar 2021	Date: ----------

Offer Letter – Internship/042/2021-March

Date: 1 March'2021
Name: Kumar Surjyam
Address: Trident, Bhubaneswar.

Dear Surjyam,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT ("NDA") is entered on **1st March 2021** by and between:

LivNSense Technologies Pvt Ltd having a place of business at #1567, NGR Arcade, 4th Floor, 27th Main Road HSR Layout Sector 2, Bengaluru – 560102, Karnataka State, India, henceforth called as [Disclosing Party]

And

Kumar Surjyam as an individual and having an address: ----------

----------, henceforth called as Receiving Party.

and governs all disclosures of the subject matter herein which are made by either party ("Disclosing Party") to the other party ("Receiving Party") from the Effective Date until this NDA is terminated, which shall be upon written notice having been given by either party to the other party and the same being accepted by the other party, or in any event 48 months following the Effective Date. All obligations hereunder shall continue for 48 months from the date of disclosure.

In consideration of the premises and covenants of this NDA, the parties agree as follows:

1. Each party desires to furnish to the other party certain information that the Disclosing Party regards as proprietary. Such information may include, but is not limited to, information of the Disclosing Party relating to client information, services, methodologies, products, manufacturing processes, business strategies and plans, customer lists, research and development programs, and such other information, if any, including: Proprietary, technical, marketing, sales, operations, financial and any other type of information ("Confidential Information"). Confidential Information may be furnished in any tangible or intangible form including, but not limited to, writings, drawings, computer tapes and other electronic media, samples, and verbal communications. Any Confidential Information furnished in tangible form shall be conspicuously marked as such and the content of any verbal communication will be clearly identified as the Confidential Information.

2. LivNSense Technologies Pvt Ltd is in onboarding **Kumar Surjyam** as an Intern and as such shares the company and customers confidential information with him. All existing and jointly developed new information solely belongs and is owned by LivNSense Technologies Pvt Ltd. This clause supersedes any other clause in this NDA or any previous verbal and written communications.

3. Each party agrees that for a period of four years from the date of disclosure it shall not disclose Confidential Information received from the Disclosing Party to any third party nor use such Confidential Information for any purpose other than to evaluate its interest in the mutual business described above. The Receiving Party shall use the same degree of care in maintaining the

confidentiality of the Confidential Information as it uses with respect to its own information that is regarded as confidential and/or proprietary by such party, but in any case, shall at least use reasonable care. Each party agrees that it will restrict the access of all Confidential Information to only those of its employees and consultants who have need to be informed of the Confidential Information for the purposes for which the Confidential Information is provided.

4. The obligations of confidentiality and limitations of use shall continue for the period stated in Section 3; provided, however, neither party shall be liable for any disclosure of Confidential Information if the same information: (i) is in the public domain at the time of disclosure or later comes within the public domain, except through the acts or omissions of the Receiving Party; (ii) is known to the Receiving Party at the time of its disclosure; (iii) is approved for release by written authorization of the Disclosing Party; (iv) become known to the Receiving Party from a source other than the Disclosing Party without breach of an obligation of confidentiality; (v) is disclosed to one or more third parties by the Disclosing Party without restriction; (vi) is independently developed by employees or representatives of the Receiving Party without access to or use of the Confidential Information; or (vii) is subject to disclosure in accordance with a court order.

5. The receiving party agrees that it will make no copies of any Confidential Information received from the other party without the Receiving Party having first obtained the written authorization for such copies from the Disclosing Party. Upon request by the Disclosing Party, all items of Confidential Information shall be returned to the Disclosing Party, or destroyed, with the Receiving Party certifying the destruction thereof.

6. The Disclosing Party makes no warranty as to the accuracy of any Confidential Information, which information is furnished "AS IS." All right, title, and interest in and to the Confidential Information shall be and remain that of the Disclosing Party. No right or license and no authorization or consent (other than the consent expressly set forth herein), express or implied, to use any Confidential Information is granted hereunder, and the Receiving Party agrees to be so limited with respect to all Confidential Information received hereunder.

7. Receiving party agrees that it shall not attempt to, or knowingly, export or re-export Confidential Information of the Disclosing Party to any country without first having obtained all necessary approvals therefor.

8. The parties agree that this NDA and all disputes arising hereunder shall be governed by the laws of India. In addition, it is acknowledged and agreed that since a breach of the obligations of this NDA is likely to cause irreparable harm to the Disclosing Party and that money damages alone may be inadequate as a remedy for a breach of such obligations, the Receiving Party agrees that a Disclosing Party may seek injunctive relief of any provision of this NDA.

9. This NDA constitutes the entire understanding between the parties as to the Confidential Information. No amendment or modification of this NDA shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized representatives.

This NDA has been signed by the duly authorized representatives of the parties in identical counterparts, all of which comprise but one agreement on the subject matter hereof.

By: LivNSense Technologies Pvt Ltd	**By:**
Name: Niniva Roy	Name: ----------
Title: Department Of HR	Title: ----------
Date: 1st Mar 2021	Date: ----------

Offer Letter – Internship/043/2021-March

Date: 1 March'2021
Name: Pralay Ranjan Sahoo
Address: Trident, Bhubaneswar.

Dear Pralay,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT ("NDA") is entered on **1st March 2021** by and between:

LivNSense Technologies Pvt Ltd having a place of business at #1567, NGR Arcade, 4th Floor, 27th Main Road HSR Layout Sector 2, Bengaluru – 560102, Karnataka State, India, henceforth called as [Disclosing Party]

And

Pralay Ranjan Sahoo as an individual and having an address: ----------

----------, henceforth called as Receiving Party.

and governs all disclosures of the subject matter herein which are made by either party ("Disclosing Party") to the other party ("Receiving Party") from the Effective Date until this NDA is terminated, which shall be upon written notice having been given by either party to the other party and the same being accepted by the other party, or in any event 48 months following the Effective Date. All obligations hereunder shall continue for 48 months from the date of disclosure.

In consideration of the premises and covenants of this NDA, the parties agree as follows:

1. Each party desires to furnish to the other party certain information that the Disclosing Party regards as proprietary. Such information may include, but is not limited to, information of the Disclosing Party relating to client information, services, methodologies, products, manufacturing processes, business strategies and plans, customer lists, research and development programs, and such other information, if any, including: Proprietary, technical, marketing, sales, operations, financial and any other type of information ("Confidential Information"). Confidential Information may be furnished in any tangible or intangible form including, but not limited to, writings, drawings, computer tapes and other electronic media, samples, and verbal communications. Any Confidential Information furnished in tangible form shall be conspicuously marked as such and the content of any verbal communication will be clearly identified as the Confidential Information.

2. LivNSense Technologies Pvt Ltd is in onboarding **Pralay Ranjan Sahoo** as an Intern and as such shares the company and customers confidential information with him. All existing and jointly developed new information solely belongs and is owned by LivNSense Technologies Pvt Ltd. This clause supersedes any other clause in this NDA or any previous verbal and written communications.

3. Each party agrees that for a period of four years from the date of disclosure it shall not disclose Confidential Information received from the Disclosing Party to any third party nor use such Confidential Information for any purpose other than to evaluate its interest in the mutual business described above. The Receiving Party shall use the same degree of care in maintaining the

confidentiality of the Confidential Information as it uses with respect to its own information that is regarded as confidential and/or proprietary by such party, but in any case, shall at least use reasonable care. Each party agrees that it will restrict the access of all Confidential Information to only those of its employees and consultants who have need to be informed of the Confidential Information for the purposes for which the Confidential Information is provided.

4. The obligations of confidentiality and limitations of use shall continue for the period stated in Section 3; provided, however, neither party shall be liable for any disclosure of Confidential Information if the same information: (i) is in the public domain at the time of disclosure or later comes within the public domain, except through the acts or omissions of the Receiving Party; (ii) is known to the Receiving Party at the time of its disclosure; (iii) is approved for release by written authorization of the Disclosing Party; (iv) become known to the Receiving Party from a source other than the Disclosing Party without breach of an obligation of confidentiality; (v) is disclosed to one or more third parties by the Disclosing Party without restriction; (vi) is independently developed by employees or representatives of the Receiving Party without access to or use of the Confidential Information; or (vii) is subject to disclosure in accordance with a court order.

5. The receiving party agrees that it will make no copies of any Confidential Information received from the other party without the Receiving Party having first obtained the written authorization for such copies from the Disclosing Party. Upon request by the Disclosing Party, all items of Confidential Information shall be returned to the Disclosing Party, or destroyed, with the Receiving Party certifying the destruction thereof.

6. The Disclosing Party makes no warranty as to the accuracy of any Confidential Information, which information is furnished "AS IS." All right, title, and interest in and to the Confidential Information shall be and remain that of the Disclosing Party. No right or license and no authorization or consent (other than the consent expressly set forth herein), express or implied, to use any Confidential Information is granted hereunder, and the Receiving Party agrees to be so limited with respect to all Confidential Information received hereunder.

7. Receiving party agrees that it shall not attempt to, or knowingly, export or re-export Confidential Information of the Disclosing Party to any country without first having obtained all necessary approvals therefor.

8. The parties agree that this NDA and all disputes arising hereunder shall be governed by the laws of India. In addition, it is acknowledged and agreed that since a breach of the obligations of this NDA is likely to cause irreparable harm to the Disclosing Party and that money damages alone may be inadequate as a remedy for a breach of such obligations, the Receiving Party agrees that a Disclosing Party may seek injunctive relief of any provision of this NDA.

9. This NDA constitutes the entire understanding between the parties as to the Confidential Information. No amendment or modification of this NDA shall be valid or binding on the parties unless

made in writing and signed on behalf of each of the parties by their respective duly authorized representatives.

This NDA has been signed by the duly authorized representatives of the parties in identical counterparts, all of which comprise but one agreement on the subject matter hereof.

By: LivNSense Technologies Pvt Ltd	**By:**
Name: Niniva Roy	Name: ----------
Title: Department Of HR	Title: ----------
Date: 1st Mar 2021	Date: ----------

Offer Letter – Internship/045/2021-March

Date: 1 March'2021
Name: Samhita Swayamsiddha Sahoo
Address: Trident, Bhubaneswar.

Dear Swayamsiddha,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT ("NDA") is entered on **1st March 2021** by and between:

LivNSense Technologies Pvt Ltd having a place of business at #1567, NGR Arcade, 4th Floor, 27th Main Road HSR Layout Sector 2, Bengaluru – 560102, Karnataka State, India, henceforth called as [Disclosing Party]

And

Swayamsiddha Sahoo as an individual and having an address: ----------

----------, henceforth called as Receiving Party.

and governs all disclosures of the subject matter herein which are made by either party ("Disclosing Party") to the other party ("Receiving Party") from the Effective Date until this NDA is terminated, which shall be upon written notice having been given by either party to the other party and the same being accepted by the other party, or in any event 48 months following the Effective Date. All obligations hereunder shall continue for 48 months from the date of disclosure.

In consideration of the premises and covenants of this NDA, the parties agree as follows:

1. Each party desires to furnish to the other party certain information that the Disclosing Party regards as proprietary. Such information may include, but is not limited to, information of the Disclosing Party relating to client information, services, methodologies, products, manufacturing processes, business strategies and plans, customer lists, research and development programs, and such other information, if any, including: Proprietary, technical, marketing, sales, operations, financial and any other type of information ("Confidential Information"). Confidential Information may be furnished in any tangible or intangible form including, but not limited to, writings, drawings, computer tapes and other electronic media, samples, and verbal communications. Any Confidential Information furnished in tangible form shall be conspicuously marked as such and the content of any verbal communication will be clearly identified as the Confidential Information.

2. LivNSense Technologies Pvt Ltd is in onboarding **Swayamsiddha Sahoo** as an Intern and as such shares the company and customers confidential information with him. All existing and jointly developed new information solely belongs and is owned by LivNSense Technologies Pvt Ltd. This clause supersedes any other clause in this NDA or any previous verbal and written communications.

3. Each party agrees that for a period of four years from the date of disclosure it shall not disclose Confidential Information received from the Disclosing Party to any third party nor use such Confidential Information for any purpose other than to evaluate its interest in the mutual business described above. The Receiving Party shall use the same degree of care in maintaining the

confidentiality of the Confidential Information as it uses with respect to its own information that is regarded as confidential and/or proprietary by such party, but in any case, shall at least use reasonable care. Each party agrees that it will restrict the access of all Confidential Information to only those of its employees and consultants who have need to be informed of the Confidential Information for the purposes for which the Confidential Information is provided.

4. The obligations of confidentiality and limitations of use shall continue for the period stated in Section 3; provided, however, neither party shall be liable for any disclosure of Confidential Information if the same information: (i) is in the public domain at the time of disclosure or later comes within the public domain, except through the acts or omissions of the Receiving Party; (ii) is known to the Receiving Party at the time of its disclosure; (iii) is approved for release by written authorization of the Disclosing Party; (iv) become known to the Receiving Party from a source other than the Disclosing Party without breach of an obligation of confidentiality; (v) is disclosed to one or more third parties by the Disclosing Party without restriction; (vi) is independently developed by employees or representatives of the Receiving Party without access to or use of the Confidential Information; or (vii) is subject to disclosure in accordance with a court order.

5. The receiving party agrees that it will make no copies of any Confidential Information received from the other party without the Receiving Party having first obtained the written authorization for such copies from the Disclosing Party. Upon request by the Disclosing Party, all items of Confidential Information shall be returned to the Disclosing Party, or destroyed, with the Receiving Party certifying the destruction thereof.

6. The Disclosing Party makes no warranty as to the accuracy of any Confidential Information, which information is furnished "AS IS." All right, title, and interest in and to the Confidential Information shall be and remain that of the Disclosing Party. No right or license and no authorization or consent (other than the consent expressly set forth herein), express or implied, to use any Confidential Information is granted hereunder, and the Receiving Party agrees to be so limited with respect to all Confidential Information received hereunder.

7. Receiving party agrees that it shall not attempt to, or knowingly, export or re-export Confidential Information of the Disclosing Party to any country without first having obtained all necessary approvals therefor.

8. The parties agree that this NDA and all disputes arising hereunder shall be governed by the laws of India. In addition, it is acknowledged and agreed that since a breach of the obligations of this NDA is likely to cause irreparable harm to the Disclosing Party and that money damages alone may be inadequate as a remedy for a breach of such obligations, the Receiving Party agrees that a Disclosing Party may seek injunctive relief of any provision of this NDA.

9. This NDA constitutes the entire understanding between the parties as to the Confidential Information. No amendment or modification of this NDA shall be valid or binding on the parties unless

made in writing and signed on behalf of each of the parties by their respective duly authorized representatives.

This NDA has been signed by the duly authorized representatives of the parties in identical counterparts, all of which comprise but one agreement on the subject matter hereof.

By: LivNSense Technologies Pvt Ltd	**By:**
Name: Niniva Roy	Name: ----------
Title: Department Of HR	Title: ----------
Date: 1st Mar 2021	Date: ----------

Offer Letter – Internship/046/2021-March

Date: 1 March'2021
Name: Satyabrata Jena
Address: Trident, Bhubaneswar.

Dear Satyabrata,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

Offer Letter – Internship/047/2021-March

Date: 1 March'2021
Name: Soubhagya Ranjan Rout
Address: Trident, Bhubaneswar.

Dear Soubhagya,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT ("NDA") is entered on **1st March 2021** by and between:

LivNSense Technologies Pvt Ltd having a place of business at #1567, NGR Arcade, 4th Floor, 27th Main Road HSR Layout Sector 2, Bengaluru – 560102, Karnataka State, India, henceforth called as [Disclosing Party]

And

Soubhagya Ranjan Rout as an individual and having an address: ----------

----------, henceforth called as Receiving Party.

and governs all disclosures of the subject matter herein which are made by either party ("Disclosing Party") to the other party ("Receiving Party") from the Effective Date until this NDA is terminated, which shall be upon written notice having been given by either party to the other party and the same being accepted by the other party, or in any event 48 months following the Effective Date. All obligations hereunder shall continue for 48 months from the date of disclosure.

In consideration of the premises and covenants of this NDA, the parties agree as follows:

1. Each party desires to furnish to the other party certain information that the Disclosing Party regards as proprietary. Such information may include, but is not limited to, information of the Disclosing Party relating to client information, services, methodologies, products, manufacturing processes, business strategies and plans, customer lists, research and development programs, and such other information, if any, including: Proprietary, technical, marketing, sales, operations, financial and any other type of information ("Confidential Information"). Confidential Information may be furnished in any tangible or intangible form including, but not limited to, writings, drawings, computer tapes and other electronic media, samples, and verbal communications. Any Confidential Information furnished in tangible form shall be conspicuously marked as such and the content of any verbal communication will be clearly identified as the Confidential Information.

2. LivNSense Technologies Pvt Ltd is in onboarding **Soubhagya Ranjan Rout** as an Intern and as such shares the company and customers confidential information with him. All existing and jointly developed new information solely belongs and is owned by LivNSense Technologies Pvt Ltd. This clause supersedes any other clause in this NDA or any previous verbal and written communications.

3. Each party agrees that for a period of four years from the date of disclosure it shall not disclose Confidential Information received from the Disclosing Party to any third party nor use such Confidential Information for any purpose other than to evaluate its interest in the mutual business described above. The Receiving Party shall use the same degree of care in maintaining the

confidentiality of the Confidential Information as it uses with respect to its own information that is regarded as confidential and/or proprietary by such party, but in any case, shall at least use reasonable care. Each party agrees that it will restrict the access of all Confidential Information to only those of its employees and consultants who have need to be informed of the Confidential Information for the purposes for which the Confidential Information is provided.

4. The obligations of confidentiality and limitations of use shall continue for the period stated in Section 3; provided, however, neither party shall be liable for any disclosure of Confidential Information if the same information: (i) is in the public domain at the time of disclosure or later comes within the public domain, except through the acts or omissions of the Receiving Party; (ii) is known to the Receiving Party at the time of its disclosure; (iii) is approved for release by written authorization of the Disclosing Party; (iv) become known to the Receiving Party from a source other than the Disclosing Party without breach of an obligation of confidentiality; (v) is disclosed to one or more third parties by the Disclosing Party without restriction; (vi) is independently developed by employees or representatives of the Receiving Party without access to or use of the Confidential Information; or (vii) is subject to disclosure in accordance with a court order.

5. The receiving party agrees that it will make no copies of any Confidential Information received from the other party without the Receiving Party having first obtained the written authorization for such copies from the Disclosing Party. Upon request by the Disclosing Party, all items of Confidential Information shall be returned to the Disclosing Party, or destroyed, with the Receiving Party certifying the destruction thereof.

6. The Disclosing Party makes no warranty as to the accuracy of any Confidential Information, which information is furnished "AS IS." All right, title, and interest in and to the Confidential Information shall be and remain that of the Disclosing Party. No right or license and no authorization or consent (other than the consent expressly set forth herein), express or implied, to use any Confidential Information is granted hereunder, and the Receiving Party agrees to be so limited with respect to all Confidential Information received hereunder.

7. Receiving party agrees that it shall not attempt to, or knowingly, export or re-export Confidential Information of the Disclosing Party to any country without first having obtained all necessary approvals therefor.

8. The parties agree that this NDA and all disputes arising hereunder shall be governed by the laws of India. In addition, it is acknowledged and agreed that since a breach of the obligations of this NDA is likely to cause irreparable harm to the Disclosing Party and that money damages alone may be inadequate as a remedy for a breach of such obligations, the Receiving Party agrees that a Disclosing Party may seek injunctive relief of any provision of this NDA.

9. This NDA constitutes the entire understanding between the parties as to the Confidential Information. No amendment or modification of this NDA shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized representatives.

This NDA has been signed by the duly authorized representatives of the parties in identical counterparts, all of which comprise but one agreement on the subject matter hereof.

By: LivNSense Technologies Pvt Ltd	**By:**
Name: Niniva Roy	Name: ----------
Title: Department Of HR	Title: ----------
Date: 1st Mar 2021	Date: ----------

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Abhijeet Maharana,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Abhijeet Maharana_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Abhijeet Maharana	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Silpi Ram,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Silpi Ram_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Silpi Ram	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
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****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Amit Singh,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Amit Singh_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Amit Singh	
Designation: Junior Software Engineer	
Earnings	**Amount**
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House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
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The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

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NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Prashasti

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Arnaba Rout,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Arnaba Rout_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Arnaba Rout	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A.** There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

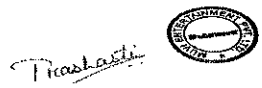
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Bijaya Laxmi Sahani,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Bijaya Laxmi Sahani_____ Date_____

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associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

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APPENDIX B: SALARY BREAKUP

Name: Bijaya Laxmi Sahani	
Designation: Junior Software Engineer	
Earnings	**Amount**
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*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A.** There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

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NDA & SERVICE AGREEMENT

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- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Chandan Kumar Rai,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

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3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Chandan Kumar Rai_____ Date_____

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   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
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associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

hr@muvi.com
www.muvi.com

APPENDIX B: SALARY BREAKUP

Name: Chandan Kumar Rai	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Dinesh Sahoo,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Dinesh Sahoo_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Dinesh Sahoo	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
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Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

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****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

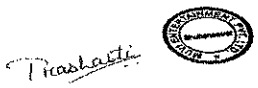
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Jogamaya Otta,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Jogamaya Otta_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Jogamaya Otta	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Mohit Kumar Mahanta,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Mohit Kumar Mahanta_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Mohit Kumar Mahanta	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

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******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

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Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

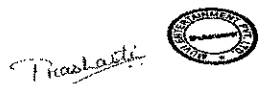
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Omm Prasad Sahoo,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

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On the day of your joining, please bring the following documents:

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3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Omm Prasad Sahoo_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

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associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
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You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

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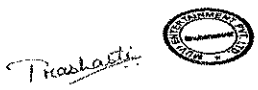


Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Prachipralipta Bhanja,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Prachipralipta Bhanja_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Prachipralipta Bhanja	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

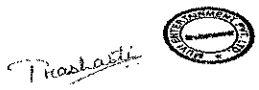
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Priyabrata Das,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

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Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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Priyabrata Das_____ Date_____

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NDA & SERVICE AGREEMENT

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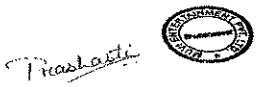
I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Radhagobinda Meher,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

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Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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Radhagobinda Meher_____ Date_____

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6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Radhagobinda Meher	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

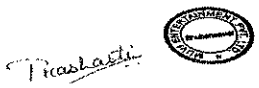
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Ricky Kumar,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Ricky Kumar_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Ricky Kumar	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A.** There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Prashanti

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Ritesh Kumar Panda,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Ritesh Kumar Panda_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Ritesh Kumar Panda	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

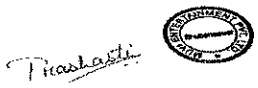
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Saswat Patra,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Saswat Patra_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Saswat Patra	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
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*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

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******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Shivam Sri,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Shivam Sri_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

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   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

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   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

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a) 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).
b) any physical company documents that you may have in your possession
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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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

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Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Shivam Sri	
Designation: Junior Software Engineer	
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NDA & SERVICE AGREEMENT

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I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Smruti Ranjan Jena,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Smruti Ranjan Jena_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Smruti Ranjan Jena	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Sritam Nayak,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

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On the day of your joining, please bring the following documents:

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2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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Sritam Nayak_____ Date_____

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   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

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associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

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Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

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NDA & SERVICE AGREEMENT

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I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

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I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Subhashree Malla,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

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4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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Subhashree Malla_____ Date_____

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   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.

   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**

   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**

   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**

   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

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   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

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During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

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b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Subhashree Malla	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Swetaleena Basa,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Swetaleena Basa_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Swetaleena Basa	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
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Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A.** There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053S79
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Arabinda Nayak
S/O - Ratikanta Nayak
D/247, IFFCO Township, Paradeep,
Jagatsingpur, Odisha - 754142

Dear Arabinda,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

2. Your CTC will be 3.60 LPA.

3. Your appointment in the organization shall be subject to your being found medically fit by a medical practitioner appointed by the company. You will be advised on whether to undergo the medical formalities before you join the organization.

4. You shall be confirmed in the organization's regular grade on successful completion of your training cum probation period & provided you have completed your degree successfully.

5. Confirmation of your service is subject to suitable performance and on issue of confirmation letter. Your probation cum training period is liable to be extended at the sole discretion of the Company for the period deemed necessary.

6. You will be governed by the Company rules, as amended from time to time. You will be entitled to provident fund, leave and other benefits in accordance with such rules.

7. As informed, your place of posting shall be at **NOIDA.** However, organization reserves the rights to transfer you to and / or utilize your services in any of the Company's offices, work sites or associated or affiliated companies located within the country or abroad.

8. Your joining will be subject to you executing an **"Employment Service Agreement"** with the Company for a period of 2.5 years from your Date of joining. As per this agreement you will be liable to refund Rs. 1, 00,000 /- (Rupees One Lac only) towards bond in case you leave the Company within 2.5 years of your Date of joining.

9. On the day of joining, you are requested to contact **Manager HR** for completion of your joining formalities and induction.

10. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

11. On the day of joining , please bring the following with you :-

    a) Copy of all Education Certificates / Mark Sheets
    b) Copy of Passport (with original)
    c) Six passport size and two stamp size photographs (Color).
    d) Latest copy of your resume.

12. Please sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

The above terms and conditions are acceptable to me.

Sincerely yours,
For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

Arabinda

R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053S79
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Arpita Swain
D/O - Ajaya Kumar Swain
H-108, Old AG Colony, Unit-IV,
Bhubaneswar, Odisha - 751001

Dear Arpita,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

2. Your CTC will be 3.60 LPA.

3. Your appointment in the organization shall be subject to your being found medically fit by a medical practitioner appointed by the company. You will be advised on whether to undergo the medical formalities before you join the organization.

4. You shall be confirmed in the organization's regular grade on successful completion of your training cum probation period & provided you have completed your degree successfully.

5. Confirmation of your service is subject to suitable performance and on issue of confirmation letter. Your probation cum training period is liable to be extended at the sole discretion of the Company for the period deemed necessary.

6. You will be governed by the Company rules, as amended from time to time. You will be entitled to provident fund, leave and other benefits in accordance with such rules.

7. As informed, your place of posting shall be at **NOIDA.** However, organization reserves the rights to transfer you to and / or utilize your services in any of the Company's offices, work sites or associated or affiliated companies located within the country or abroad.

8. Your joining will be subject to you executing an **"Employment Service Agreement"** with the Company for a period of 2.5 years from your Date of joining. As per this agreement you will be liable to refund Rs. 1, 00,000 /- (Rupees One Lac only) towards bond in case you leave the Company within 2.5 years of your Date of joining.

9. On the day of joining, you are requested to contact **Manager HR** for completion of your joining formalities and induction.

10. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

11. On the day of joining , please bring the following with you :-

    a) Copy of all Education Certificates / Mark Sheets
    b) Copy of Passport (with original)
    c) Six passport size and two stamp size photographs (Color).
    d) Latest copy of your resume.

12. Please sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

The above terms and conditions are acceptable to me.

Sincerely yours,
For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

Arpita

R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053S79
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Ashutosh Nayak
S/O - Dhirendra Nath Nayak
Sector - 2/148, Niladri Vihar,
Bhubaneswar, Odisha - 751021

Dear Ashutosh,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

2. Your CTC will be 3.60 LPA.

3. Your appointment in the organization shall be subject to your being found medically fit by a medical practitioner appointed by the company. You will be advised on whether to undergo the medical formalities before you join the organization.

4. You shall be confirmed in the organization's regular grade on successful completion of your training cum probation period & provided you have completed your degree successfully.

5. Confirmation of your service is subject to suitable performance and on issue of confirmation letter. Your probation cum training period is liable to be extended at the sole discretion of the Company for the period deemed necessary.

6. You will be governed by the Company rules, as amended from time to time. You will be entitled to provident fund, leave and other benefits in accordance with such rules.

7. As informed, your place of posting shall be at **NOIDA.** However, organization reserves the rights to transfer you to and / or utilize your services in any of the Company's offices, work sites or associated or affiliated companies located within the country or abroad.

8. Your joining will be subject to you executing an **"Employment Service Agreement"** with the Company for a period of 2.5 years from your Date of joining. As per this agreement you will be liable to refund Rs. 1, 00,000 /- (Rupees One Lac only) towards bond in case you leave the Company within 2.5 years of your Date of joining.

9. On the day of joining, you are requested to contact **Manager HR** for completion of your joining formalities and induction.

10. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

11. On the day of joining , please bring the following with you :-

    a) Copy of all Education Certificates / Mark Sheets
    b) Copy of Passport (with original)
    c) Six passport size and two stamp size photographs (Color).
    d) Latest copy of your resume.

12. Please sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

The above terms and conditions are acceptable to me.

Sincerely yours,
For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

Ashutosh

R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053S79
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Gayatree Patnaik
D/O - Surya Rao Patnaik
MIG-II, 15/5, Chandrasekharpur,
Bhubaneswar, Odisha - 751016

Dear Gayatree,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

2. Your CTC will be 3.60 LPA.

3. Your appointment in the organization shall be subject to your being found medically fit by a medical practitioner appointed by the company. You will be advised on whether to undergo the medical formalities before you join the organization.

4. You shall be confirmed in the organization's regular grade on successful completion of your training cum probation period & provided you have completed your degree successfully.

5. Confirmation of your service is subject to suitable performance and on issue of confirmation letter. Your probation cum training period is liable to be extended at the sole discretion of the Company for the period deemed necessary.

6. You will be governed by the Company rules, as amended from time to time. You will be entitled to provident fund, leave and other benefits in accordance with such rules.

7. As informed, your place of posting shall be at **NOIDA.** However, organization reserves the rights to transfer you to and / or utilize your services in any of the Company's offices, work sites or associated or affiliated companies located within the country or abroad.

8. Your joining will be subject to you executing an **"Employment Service Agreement"** with the Company for a period of 2.5 years from your Date of joining. As per this agreement you will be liable to refund Rs. 1, 00,000 /- (Rupees One Lac only) towards bond in case you leave the Company within 2.5 years of your Date of joining.

9. On the day of joining, you are requested to contact **Manager HR** for completion of your joining formalities and induction.

10. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

11. On the day of joining , please bring the following with you :-

    a) Copy of all Education Certificates / Mark Sheets
    b) Copy of Passport (with original)
    c) Six passport size and two stamp size photographs (Color).
    d) Latest copy of your resume.

12. Please sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

The above terms and conditions are acceptable to me.

Sincerely yours,
For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

Gayatree

R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053S79
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Madhabananda Ghadai
S/O - Muralidhar Ghadai
AT- Sukali, P.O- Mandari, VIA- Bai,
Jajpur, Odisha - 755003

Dear Madhabananda,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

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Madhabananda

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For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

Madhabananda

R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053S79
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Naveen Kumar
S/O - Jay Nandan Mahto
Qtr. No- 652, Street- 22, Sector- 9/C,
Bokaro City, Jharkhand - 827009

Dear Naveen,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

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Sincerely yours,
For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

Naveen

R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053879
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Priyanka Patel
D/O - Pradeep Kumar Patel
Qtr. No.- B/17, GM Complex, MCL, Brajaraj Nagar,
Jharsuguda, Odisha - 768216

Dear Priyanka,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

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Sincerely yours,
For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

Priyanka

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Ananya Pattnaik (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Badal Parija (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Biswajeet Nayak (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Biswajit Behera (B.TECH- CSE)

Congratulations!!!

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Chinmayee Dash (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Dibyashree Mohanty (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Gayatry Panda (B.TECH- CSE)

Congratulations!!!

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Mahaprasad Nayak (B.TECH- CSE)

Congratulations!!!

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Pratik Pattanaik (B.TECH- CSE)

Congratulations!!!

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Preetilisa Ray (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Priypryadarshini Swain (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Salini Pati (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Saurabh Subudhiray (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

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R SYSTEMS INTERNATIONAL LIMITED
Corporate Identity Number :L74899DL1993PLC053S79
[CMMI Level 5, PCMM Level 5, ISO9001:2008 &ISO 27001:2005 Company]
C-40, Sector-59, NOIDA, Distt. Gautam BudhNagar, U.P. India-201,Phones : +91-120-4303500

Ref: RSIL-IT/LOI/06-21 **June 18,2021**

Sayak Roy
S/O - Biswabrata Roy
Paschim Medinipur,
West Bengal - 721435

Dear Sayak,

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment as **"Trainee – Software Engineer".** This offer is valid for you to join us on date decided by management, which will be communicated to you separately.

2. Your CTC will be 3.60 LPA.

3. Your appointment in the organization shall be subject to your being found medically fit by a medical practitioner appointed by the company. You will be advised on whether to undergo the medical formalities before you join the organization.

4. You shall be confirmed in the organization's regular grade on successful completion of your training cum probation period & provided you have completed your degree successfully.

5. Confirmation of your service is subject to suitable performance and on issue of confirmation letter. Your probation cum training period is liable to be extended at the sole discretion of the Company for the period deemed necessary.

6. You will be governed by the Company rules, as amended from time to time. You will be entitled to provident fund, leave and other benefits in accordance with such rules.

7. As informed, your place of posting shall be at **NOIDA.** However, organization reserves the rights to transfer you to and / or utilize your services in any of the Company's offices, work sites or associated or affiliated companies located within the country or abroad.

8. Your joining will be subject to you executing an **"Employment Service Agreement"** with the Company for a period of 2.5 years from your Date of joining. As per this agreement you will be liable to refund Rs. 1, 00,000 /- (Rupees One Lac only) towards bond in case you leave the Company within 2.5 years of your Date of joining.

9. On the day of joining, you are requested to contact **Manager HR** for completion of your joining formalities and induction.

10. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

11. On the day of joining , please bring the following with you :-

    a) Copy of all Education Certificates / Mark Sheets
    b) Copy of Passport (with original)
    c) Six passport size and two stamp size photographs (Color).
    d) Latest copy of your resume.

12. Please sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

The above terms and conditions are acceptable to me.

Sincerely yours,
For R SYSTEMS INTERNATIONAL LTD.,

Prem Goswami
Vice President - HR

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Shweta (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Simran Acharya (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Sonali Jena (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
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Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Soumyaranjan Nath (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Subhakanta Sethy (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Subhashree Sahu (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
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Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Subrat Ranjan Dash (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
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- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Sushila Majhi (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Yasish Gauchan (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Akash Mandal,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Ashish Kumar Parija,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Jyoti Ranjan Behera,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Sarfraz Hussain,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

Date: 4-Dec-2020

Letter of Intent

Dear **ANISH KUMAR BARIK,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Evosys
A Mastek Company

ORACLE | Partner

ESPL/HRD/LOA/0120201002

February 11, 2021

To,
Mr. Gyanendra Sahu,
Bhubaneswar, Orissa, India.

Subject: Offer Letter

Dear Gyanendra,

We are pleased to offer you the position of **'Associate Consultant'**, with Evolutionary Systems Pvt. Ltd. This offer is subject to your acceptance and approval of the documents and references, which you have mentioned in your interview and resume earlier. You are required to submit the documents as per Annexure – II, on your day of joining the company. You are required to join on or before **May 17, 2021.**

Your Letter of Appointment will be given to you upon your joining the company, which contains details of all terms and conditions of employment in the company. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

The details of your offer are as follows:

LOCATION
Your base location will be Bhubaneswar, Orissa, India (Work From Home). You will operate from Ahmedabad Office after Pandemic. However, your services are transferable and you may be assigned to any office of 'Evosys' within India or abroad. In such case, you will be governed by the policies of that location.

COMPENSATION
Your annual CTC will be **INR 3,20,004 (INR Three Lakhs Twenty Thousand and Four Only) Per Annum**.

OTHER BENEFITS
You will be eligible for the following additional benefits.
Onsite Allowance: Whenever you are on an overseas deputation you will be entitled for onsite allowance of AED 70 per day. In case of your deputation other than UAE/Qatar, onsite allowance will be as per standard structure of that specific country, the details will be available in the deputation letter.

Evosys
A Mastek Company

ORACLE | Partner

Overseas Travel Policy: Each time you travel abroad you will be provided with an Overseas Travel Insurance.

Conveyance: The Company will reimburse the official conveyance expenses incurred at all onsite locations.

Accommodation: You will be provided 15 days shared room accommodation in company's guest house in Ahmedabad starting from your joining date. In case, shared room is not available in guest house, company will arrange 10 days' hotel accommodation for you. In case you extend your stay in the guest house or the hotel, the same will be chargeable based on the availability. The Company will provide you a shared bedroom accommodation facility at all onsite locations.

Group Medical Insurance: You and your nuclear family (i.e. spouse & max 2 unmarried dependent children) will be covered under company's Group Medical Insurance policy on family floater basis. Additionally, you can also cover your dependent parents/in-laws in an optional Parental Policy by paying a nominal premium amount.

Time Zone: You will be required to work as per the time zone of the assigned project or region.

APPRAISAL & SALARY REVISION

Our performance year is 1st June to 31st May. The performance appraisal will be based on KRAs as decided between employee and his/her supervisor. Your first Annual Appraisal will be in June 2022.

HOLIDAYS/LEAVES

Employee will be eligible for the leave benefit in case of remote working i.e. 20 working days leave as per the leave policy. In case of work from home, out of 10 annual leaves only 5 leaves can be carried forwarded to the next Leave Year. Leave encashment benefit will not be applicable to the employee. The employees, whose base location is India, will be entitled for public holidays declared by the company. The employees, whose base location is outside India, will be entitled for all holidays applicable at the respective client with whom they are deputed. When at onsite, holidays as per Evosys regional calendar will be applicable.

SERVICE AGREEMENT

You will be required to sign a service agreement for 2.3 years (2 years of service assurance + 3 Months Training) on the day of Joining.

PROBATION PERIOD

Your appointment will be on a probationary basis for the first Three (3) months of your employment. Employment will be confirmed based on your performance and reviews during the training period. In the event of termination of the employment during the probationary period, you will not be entitled to receive any end of service benefits or compensation whatsoever.

Evosys
A Mastek Company

ORACLE | Partner

NOTICE PERIOD

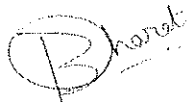
You or the company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof. However due to exigencies of business the company may at its sole discretion reject the notice pay and ask you to serve the entire or part of the notice period. You shall not be relieved of your services, except upon issue of a letter by the company to that effect. In case of onsite deputations of more than three (3) months duration, based on project exigency, the notice period can be extended to further 30 days.

Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

This offer is valid for three days from today. You are requested to send the offer acceptance within 3 days of receiving the offer, along with your joining date.

Looking forward to have you aboard.

For Evolutionary Systems Pvt. Ltd.



Bharat Dhaneshwari
Assistant Manager - HR

ACCEPTANCE

I accept this offer for the position described above, with the understanding that this offer is conditional upon submission and approval of relevant documents and references specified in my resume earlier.

Date: **Place:** **Signature:**

Evosys
A Mastek Company

ORACLE | Partner

Annexure –I

SALARY DETAILS

Name:	Gyanendra Sahu	
Designation:	Associate Consultant	
PARTICULARS	**PER MONTH (INR)**	**PER ANNUM (INR)**
Fixed Cash Components		
Basic Salary	11,490	1,37,880
HRA	5,745	68,940
India Allowance*	3,134	37,608
Other Allowance	2,988	35,856
Employee's Contribution to PF**	1,379	16,548
Total Fixed Cash Compensation (A)	**24,736**	**2,96,832**
Fixed Non-Cash Components		
Gratuity***	552	6,624
Employer's Contribution to PF**	1,379	16,548
Total Fixed Non-Cash Compensation (B)	**1,931**	**23,172**
Total CTC (A+B)	**26,667**	**3,20,004**

NOTE:

*India allowance will be applicable during employee's stay in India. It will be discontinued whenever the Employee is deputed onsite.

** PF-Employee and employer PF is a part of CTC.

*** Gratuity will be paid as per the Gratuity.

Evosys
A Mastek Company

ORACLE | Partner

ANNEXURE – II

List of documents to be submitted

1. Colored Passport Copy
2. Five recent passport size colored photographs with white background
3. Education Qualification Certificates (Graduation & Post-Graduation convocation degrees with marksheets)
4. Residence proof (Driving License/Election Card)
5. Relieving & Experience letter from Last Employer
6. Last three months' salary slips from Last Employer
7. PAN Card copy

You are requested to report to **Mr. Parth Thakar (+91- 9725976869)** at 10:00 am to complete the joining. At the time of joining, submit the copies of the documents as per Annexure – II.

If you have queries on any of the above, please contact **Bharat Dhaneshwari** on **+91-9979-870-323**.

Evolutionary Systems Pvt Ltd
11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.
Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com
CIN No. U17122GJ2006PTC049073

Evosys
A Mastek Company

ORACLE | Partner

ESPL/HRD/LOA/0120201004

February 11, 2021

To,
Mr. Satyajit Bhutia,
Bhubaneswar, Orissa, India.

Subject: Offer Letter

Dear Satyajit,

We are pleased to offer you the position of **'Associate Consultant'**, with Evolutionary Systems Pvt. Ltd. This offer is subject to your acceptance and approval of the documents and references, which you have mentioned in your interview and resume earlier. You are required to submit the documents as per Annexure – II, on your day of joining the company. You are required to join on or before **May 17, 2021.**

Your Letter of Appointment will be given to you upon your joining the company, which contains details of all terms and conditions of employment in the company. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

The details of your offer are as follows:

LOCATION
Your base location will be Bhubaneswar, Orissa, India (Work From Home). You will operate from Ahmedabad Office after Pandemic. However, your services are transferable and you may be assigned to any office of 'Evosys' within India or abroad. In such case, you will be governed by the policies of that location.

COMPENSATION
Your annual CTC will be **INR 3,20,004 (INR Three Lakhs Twenty Thousand and Four Only) Per Annum**.

OTHER BENEFITS
You will be eligible for the following additional benefits.
Onsite Allowance: Whenever you are on an overseas deputation you will be entitled for onsite allowance of AED 70 per day. In case of your deputation other than UAE/Qatar, onsite allowance will be as per standard structure of that specific country, the details will be available in the deputation letter.

Overseas Travel Policy: Each time you travel abroad you will be provided with an Overseas Travel Insurance.

Conveyance: The Company will reimburse the official conveyance expenses incurred at all onsite locations.

Accommodation: You will be provided 15 days shared room accommodation in company's guest house in Ahmedabad starting from your joining date. In case, shared room is not available in guest house, company will arrange 10 days' hotel accommodation for you. In case you extend your stay in the guest house or the hotel, the same will be chargeable based on the availability. The Company will provide you a shared bedroom accommodation facility at all onsite locations.

Group Medical Insurance: You and your nuclear family (i.e. spouse & max 2 unmarried dependent children) will be covered under company's Group Medical Insurance policy on family floater basis. Additionally, you can also cover your dependent parents/in-laws in an optional Parental Policy by paying a nominal premium amount.

Time Zone: You will be required to work as per the time zone of the assigned project or region.

APPRAISAL & SALARY REVISION

Our performance year is 1st June to 31st May. The performance appraisal will be based on KRAs as decided between employee and his/her supervisor. Your first Annual Appraisal will be in June 2022.

HOLIDAYS/LEAVES

Employee will be eligible for the leave benefit in case of remote working i.e. 20 working days leave as per the leave policy. In case of work from home, out of 10 annual leaves only 5 leaves can be carried forwarded to the next Leave Year. Leave encashment benefit will not be applicable to the employee. The employees, whose base location is India, will be entitled for public holidays declared by the company. The employees, whose base location is outside India, will be entitled for all holidays applicable at the respective client with whom they are deputed. When at onsite, holidays as per Evosys regional calendar will be applicable.

SERVICE AGREEMENT

You will be required to sign a service agreement for 2.3 years (2 years of service assurance + 3 Months Training) on the day of Joining.

PROBATION PERIOD

Your appointment will be on a probationary basis for the first Three (3) months of your employment. Employment will be confirmed based on your performance and reviews during the training period. In the event of termination of the employment during the probationary period, you will not be entitled to receive any end of service benefits or compensation whatsoever.

Evosys
A Mastek Company

ORACLE | Partner

NOTICE PERIOD

You or the company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof. However due to exigencies of business the company may at its sole discretion reject the notice pay and ask you to serve the entire or part of the notice period. You shall not be relieved of your services, except upon issue of a letter by the company to that effect. In case of onsite deputations of more than three (3) months duration, based on project exigency, the notice period can be extended to further 30 days.

Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

This offer is valid for three days from today. You are requested to send the offer acceptance within 3 days of receiving the offer, along with your joining date.

Looking forward to have you aboard.

For Evolutionary Systems Pvt. Ltd.

Bharat Dhaneshwari
Assistant Manager - HR

ACCEPTANCE

I accept this offer for the position described above, with the understanding that this offer is conditional upon submission and approval of relevant documents and references specified in my resume earlier.

Date: **Place:** **Signature:**

Evosys
A Mastek Company

ORACLE | Partner

Annexure –I

SALARY DETAILS

Name:	Satyajit Bhutia	
Designation:	Associate Consultant	
PARTICULARS	**PER MONTH (INR)**	**PER ANNUM (INR)**
Fixed Cash Components		
Basic Salary	11,490	1,37,880
HRA	5,745	68,940
India Allowance*	3,134	37,608
Other Allowance	2,988	35,856
Employee's Contribution to PF**	1,379	16,548
Total Fixed Cash Compensation (A)	**24,736**	**2,96,832**
Fixed Non-Cash Components		
Gratuity***	552	6,624
Employer's Contribution to PF**	1,379	16,548
Total Fixed Non-Cash Compensation (B)	**1,931**	**23,172**
Total CTC (A+B)	**26,667**	**3,20,004**

NOTE:

*India allowance will be applicable during employee's stay in India. It will be discontinued whenever the Employee is deputed onsite.

** PF-Employee and employer PF is a part of CTC.

*** Gratuity will be paid as per the Gratuity.

Evosys
A Mastek Company

ORACLE | Partner

ANNEXURE – II

List of documents to be submitted

1. Colored Passport Copy
2. Five recent passport size colored photographs with white background
3. Education Qualification Certificates (Graduation & Post-Graduation convocation degrees with marksheets)
4. Residence proof (Driving License/Election Card)
5. Relieving & Experience letter from Last Employer
6. Last three months' salary slips from Last Employer
7. PAN Card copy

You are requested to report to **Mr. Parth Thakar (+91- 9725976869)** at 10:00 am to complete the joining. At the time of joining, submit the copies of the documents as per Annexure – II.

If you have queries on any of the above, please contact **Bharat Dhaneshwari** on **+91-9979-870-323**.

Evolutionary Systems Pvt Ltd
11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.
Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com
CIN No. U17122GJ2006PTC049073

Date: 4-Dec-2020

Letter of Intent

Dear **DEBABRATA TARAI,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **MOHAMMED INZAMAM UL HAQUE,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **RUDRA PRASAD SHARMA,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear IMAN KUMAR NAYAK (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear ABHIJEET MOHANTY (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear DEEPAK SAHOO (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear PRIYAMJIT MOHAPATRA (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

Cognizant

23-Mar-2021

Dear Anwesh Anupam Jena,
B.Tech, Electrical Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521923

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Anwesh Anupam Jena, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

Cognizant

Compensation and Benefits

Name: Anwesh Anupam Jena **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Anwesh Anupam Jena

Sign: _____
Name:

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Aditya Prasad Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **13th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Debasish Swain,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **13th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Kavita Sharma,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Soubhagya Sahu,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

Capitalvia®

Date: 4-Dec-2020

Letter of Intent

Dear **JAGAN KUMAR SAHU,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **SONAM TOPPO,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.
2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.
4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **ANKIT TOPPO,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Evosys
A Mastek Company

ORACLE | Partner

ESPL/HRD/LOA/0120201003

February 11, 2021

To,
Mr. Sachin Kumar Yadav,
Bhubaneswar, Orissa, India.

Subject: Offer Letter

Dear Sachin,

We are pleased to offer you the position of **'Associate Consultant'**, with Evolutionary Systems Pvt. Ltd. This offer is subject to your acceptance and approval of the documents and references, which you have mentioned in your interview and resume earlier. You are required to submit the documents as per Annexure – II, on your day of joining the company. You are required to join on or before **May 17, 2021.**

Your Letter of Appointment will be given to you upon your joining the company, which contains details of all terms and conditions of employment in the company. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

The details of your offer are as follows:

LOCATION
Your base location will be Bhubaneswar, Orissa, India (Work From Home). You will operate from Ahmedabad Office after Pandemic. However, your services are transferable and you may be assigned to any office of 'Evosys' within India or abroad. In such case, you will be governed by the policies of that location.

COMPENSATION
Your annual CTC will be **INR 3,20,004 (INR Three Lakhs Twenty Thousand and Four Only) Per Annum.**

OTHER BENEFITS
You will be eligible for the following additional benefits.
Onsite Allowance: Whenever you are on an overseas deputation you will be entitled for onsite allowance of AED 70 per day. In case of your deputation other than UAE/Qatar, onsite allowance will be as per standard structure of that specific country, the details will be available in the deputation letter.

Oracle ERP

Evosys
A Mastek Company

ORACLE | Partner

Overseas Travel Policy: Each time you travel abroad you will be provided with an Overseas Travel Insurance.

Conveyance: The Company will reimburse the official conveyance expenses incurred at all onsite locations.

Accommodation: You will be provided 15 days shared room accommodation in company's guest house in Ahmedabad starting from your joining date. In case, shared room is not available in guest house, company will arrange 10 days' hotel accommodation for you. In case you extend your stay in the guest house or the hotel, the same will be chargeable based on the availability. The Company will provide you a shared bedroom accommodation facility at all onsite locations.

Group Medical Insurance: You and your nuclear family (i.e. spouse & max 2 unmarried dependent children) will be covered under company's Group Medical Insurance policy on family floater basis. Additionally, you can also cover your dependent parents/in-laws in an optional Parental Policy by paying a nominal premium amount.

Time Zone: You will be required to work as per the time zone of the assigned project or region.

APPRAISAL & SALARY REVISION

Our performance year is 1st June to 31st May. The performance appraisal will be based on KRAs as decided between employee and his/her supervisor. Your first Annual Appraisal will be in June 2022.

HOLIDAYS/LEAVES

Employee will be eligible for the leave benefit in case of remote working i.e. 20 working days leave as per the leave policy. In case of work from home, out of 10 annual leaves only 5 leaves can be carried forwarded to the next Leave Year. Leave encashment benefit will not be applicable to the employee. The employees, whose base location is India, will be entitled for public holidays declared by the company. The employees, whose base location is outside India, will be entitled for all holidays applicable at the respective client with whom they are deputed. When at onsite, holidays as per Evosys regional calendar will be applicable.

SERVICE AGREEMENT

You will be required to sign a service agreement for 2.3 years (2 years of service assurance + 3 Months Training) on the day of Joining.

PROBATION PERIOD

Your appointment will be on a probationary basis for the first Three (3) months of your employment. Employment will be confirmed based on your performance and reviews during the training period. In the event of termination of the employment during the probationary period, you will not be entitled to receive any end of service benefits or compensation whatsoever.

Evosys
A Mastek Company

ORACLE | Partner

NOTICE PERIOD

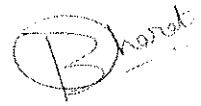
You or the company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof. However due to exigencies of business the company may at its sole discretion reject the notice pay and ask you to serve the entire or part of the notice period. You shall not be relieved of your services, except upon issue of a letter by the company to that effect. In case of onsite deputations of more than three (3) months duration, based on project exigency, the notice period can be extended to further 30 days.

Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

This offer is valid for three days from today. You are requested to send the offer acceptance within 3 days of receiving the offer, along with your joining date.

Looking forward to have you aboard.

For Evolutionary Systems Pvt. Ltd.



Bharat Dhaneshwari
Assistant Manager - HR

ACCEPTANCE

I accept this offer for the position described above, with the understanding that this offer is conditional upon submission and approval of relevant documents and references specified in my resume earlier.

Date: **Place:** **Signature:**

Evosys
A Mastek Company

ORACLE | Partner

Annexure –I

SALARY DETAILS

Name:	Sachin Kumar Yadav	
Designation:	Associate Consultant	
PARTICULARS	**PER MONTH (INR)**	**PER ANNUM (INR)**
Fixed Cash Components		
Basic Salary	11,490	1,37,880
HRA	5,745	68,940
India Allowance*	3,134	37,608
Other Allowance	2,988	35,856
Employee's Contribution to PF**	1,379	16,548
Total Fixed Cash Compensation (A)	**24,736**	**2,96,832**
Fixed Non-Cash Components		
Gratuity***	552	6,624
Employer's Contribution to PF**	1,379	16,548
Total Fixed Non-Cash Compensation (B)	**1,931**	**23,172**
Total CTC (A+B)	**26,667**	**3,20,004**

NOTE:

*India allowance will be applicable during employee's stay in India. It will be discontinued whenever the Employee is deputed onsite.

** PF-Employee and employer PF is a part of CTC.

*** Gratuity will be paid as per the Gratuity.

Evosys
A Mastek Company

ORACLE | Partner

ANNEXURE – II

List of documents to be submitted

1. Colored Passport Copy
2. Five recent passport size colored photographs with white background
3. Education Qualification Certificates (Graduation & Post-Graduation convocation degrees with marksheets)
4. Residence proof (Driving License/Election Card)
5. Relieving & Experience letter from Last Employer
6. Last three months' salary slips from Last Employer
7. PAN Card copy

You are requested to report to **Mr. Parth Thakar (+91- 9725976869)** at 10:00 am to complete the joining. At the time of joining, submit the copies of the documents as per Annexure – II.

If you have queries on any of the above, please contact **Bharat Dhaneshwari** on **+91-9979-870-323**.

Evolutionary Systems Pvt Ltd
11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.
Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com
CIN No. U17122GJ2006PTC049073

Evosys
A Mastek Company

ORACLE | Partner

ESPL/HRD/LOA/0120201005

February 11, 2021

To,
Mr. Sudev Ranjan Mallick,
Bhubaneswar, Orissa, India.

Subject: Offer Letter

Dear Sudev,

We are pleased to offer you the position of **'Associate Consultant'**, with Evolutionary Systems Pvt. Ltd. This offer is subject to your acceptance and approval of the documents and references, which you have mentioned in your interview and resume earlier. You are required to submit the documents as per Annexure – II, on your day of joining the company. You are required to join on or before **May 17, 2021.**

Your Letter of Appointment will be given to you upon your joining the company, which contains details of all terms and conditions of employment in the company. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

The details of your offer are as follows:

LOCATION
Your base location will be Bhubaneswar, Orissa, India (Work From Home). You will operate from Ahmedabad Office after Pandemic. However, your services are transferable and you may be assigned to any office of 'Evosys' within India or abroad. In such case, you will be governed by the policies of that location.

COMPENSATION
Your annual CTC will be **INR 3,20,004 (INR Three Lakhs Twenty Thousand and Four Only) Per Annum.**

OTHER BENEFITS
You will be eligible for the following additional benefits.
Onsite Allowance: Whenever you are on an overseas deputation you will be entitled for onsite allowance of AED 70 per day. In case of your deputation other than UAE/Qatar, onsite allowance will be as per standard structure of that specific country, the details will be available in the deputation letter.

Evosys
A Mastek Company

ORACLE | Partner

Overseas Travel Policy: Each time you travel abroad you will be provided with an Overseas Travel Insurance.

Conveyance: The Company will reimburse the official conveyance expenses incurred at all onsite locations.

Accommodation: You will be provided 15 days shared room accommodation in company's guest house in Ahmedabad starting from your joining date. In case, shared room is not available in guest house, company will arrange 10 days' hotel accommodation for you. In case you extend your stay in the guest house or the hotel, the same will be chargeable based on the availability. The Company will provide you a shared bedroom accommodation facility at all onsite locations.

Group Medical Insurance: You and your nuclear family (i.e. spouse & max 2 unmarried dependent children) will be covered under company's Group Medical Insurance policy on family floater basis. Additionally, you can also cover your dependent parents/in-laws in an optional Parental Policy by paying a nominal premium amount.

Time Zone: You will be required to work as per the time zone of the assigned project or region.

APPRAISAL & SALARY REVISION

Our performance year is 1st June to 31st May. The performance appraisal will be based on KRAs as decided between employee and his/her supervisor. Your first Annual Appraisal will be in June 2022.

HOLIDAYS/LEAVES

Employee will be eligible for the leave benefit in case of remote working i.e. 20 working days leave as per the leave policy. In case of work from home, out of 10 annual leaves only 5 leaves can be carried forwarded to the next Leave Year. Leave encashment benefit will not be applicable to the employee. The employees, whose base location is India, will be entitled for public holidays declared by the company. The employees, whose base location is outside India, will be entitled for all holidays applicable at the respective client with whom they are deputed. When at onsite, holidays as per Evosys regional calendar will be applicable.

SERVICE AGREEMENT

You will be required to sign a service agreement for 2.3 years (2 years of service assurance + 3 Months Training) on the day of Joining.

PROBATION PERIOD

Your appointment will be on a probationary basis for the first Three (3) months of your employment. Employment will be confirmed based on your performance and reviews during the training period. In the event of termination of the employment during the probationary period, you will not be entitled to receive any end of service benefits or compensation whatsoever.

Evosys
A Mastek Company

ORACLE | Partner

NOTICE PERIOD

You or the company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof. However due to exigencies of business the company may at its sole discretion reject the notice pay and ask you to serve the entire or part of the notice period. You shall not be relieved of your services, except upon issue of a letter by the company to that effect. In case of onsite deputations of more than three (3) months duration, based on project exigency, the notice period can be extended to further 30 days.

Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

This offer is valid for three days from today. You are requested to send the offer acceptance within 3 days of receiving the offer, along with your joining date.

Looking forward to have you aboard.

For Evolutionary Systems Pvt. Ltd.

Bharat Dhaneshwari
Assistant Manager - HR

ACCEPTANCE

I accept this offer for the position described above, with the understanding that this offer is conditional upon submission and approval of relevant documents and references specified in my resume earlier.

Date: **Place:** **Signature:**

Evosys
A Mastek Company

ORACLE | Partner

Annexure –I

SALARY DETAILS

Name:	Sudev Ranjan Mallick	
Designation:	Associate Consultant	
PARTICULARS	**PER MONTH (INR)**	**PER ANNUM (INR)**
Fixed Cash Components		
Basic Salary	11,490	1,37,880
HRA	5,745	68,940
India Allowance*	3,134	37,608
Other Allowance	2,988	35,856
Employee's Contribution to PF**	1,379	16,548
Total Fixed Cash Compensation (A)	**24,736**	**2,96,832**
Fixed Non-Cash Components		
Gratuity***	552	6,624
Employer's Contribution to PF**	1,379	16,548
Total Fixed Non-Cash Compensation (B)	**1,931**	**23,172**
Total CTC (A+B)	**26,667**	**3,20,004**

NOTE:

*India allowance will be applicable during employee's stay in India. It will be discontinued whenever the Employee is deputed onsite.

** PF-Employee and employer PF is a part of CTC.

*** Gratuity will be paid as per the Gratuity.

A Mastek Company

ORACLE | Partner

ANNEXURE – II

List of documents to be submitted

1. Colored Passport Copy
2. Five recent passport size colored photographs with white background
3. Education Qualification Certificates (Graduation & Post-Graduation convocation degrees with marksheets)
4. Residence proof (Driving License/Election Card)
5. Relieving & Experience letter from Last Employer
6. Last three months' salary slips from Last Employer
7. PAN Card copy

You are requested to report to **Mr. Parth Thakar (+91- 9725976869)** at 10:00 am to complete the joining. At the time of joining, submit the copies of the documents as per Annexure – II.

If you have queries on any of the above, please contact **Bharat Dhaneshwari** on **+91-9979-870-323**.

Evolutionary Systems Pvt Ltd
11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.
Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com
CIN No. U17122GJ2006PTC049073

iASYS Technology Solutions Pvt.Ltd
Consulting | Technology | IT | Engineering

Integrating Knowledge & Technology

iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Ms. Arpita Chhaya
Odisha.

Dear Arpita Chhaya,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021**.

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

b) If you leave organization or resigned from the organization before completion of **two years** you will not be entitled to get your retention amount/bank guarantee because it will be transferred to employer's name.

3. **RULES AND REGULATIONS:**

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules as applicable to the Trainees of your category from time to time.

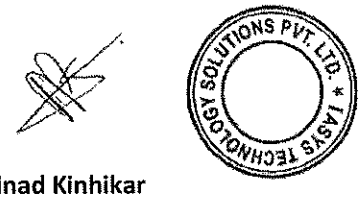
4. **TRAINING PERIOD:**

Your training period will commence from the date of your joining. You are requested to confirm acceptance of this employment offer and inform the date of your joining within 5 working days from the date of issuance of offer.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Arpita Chhaya

SALARY ANNEXURE

To,
Ms. Arpita Chhaya

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
HRA	5600	67200
Flexible Benefit Package	2634	31608
Leave Travel Allowance	1500	18000
Gross (A)	**23734**	**284808**
PF Employee Contribution (12%)	1800	21600
ESI Employee Contribution (0.75%)	0	0
Professional Tax	200	2500
Total Employee Contribution (B)	**2000**	**24100**
Net (A-B)	**21734**	**260708**
PF Employer Contribution (13%)	1950	23400
ESI Employer Contribution (3.25%)	0	0
Mediclaim Insurance	311	3732
Gratuity (4.81%)	673	8076
Variable Pay	0	0
Total Employer Contribution (C)	**2934**	**35208**
Total CTC (A+C)	**26668**	**320016**

1. **Net Salary**: Gross - (PF employee contribution + Professional Tax + Income tax as applicable)
2. **Group Medical Insurance**: Coverage upto 2 lakhs which include employee, spouse and first two children.
3. **Variable Pay**: If applicable, it depends on your & company performance, this allowance may decrease or increase & payable at the yearend after yearly performance evaluation.
4. **Gratuity**: This is applicable at the time of exit only if employee has completed five years of continuous service with the organization. If employee leaves the organization before completing five years, employee is not eligible for gratuity.
5. **Statutory Bonus**: It is applicable as per the statute of bonus.

For, iASYS Technology Solutions Pvt. Ltd.

Ninad Kinhikar
Manager-HR

Accepted By,

Arpita Chhaya

iASYS Technology Solutions Pvt.Ltd
Consulting | Technology | IT | Engineering

Integrating Knowledge & Technology

iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Mr. Rajat Kumar Pradhan
Odisha.

Dear Rajat Kumar Pradhan,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021.**

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

b) If you leave organization or resigned from the organization before completion of **two years** you will not be entitled to get your retention amount/bank guarantee because it will be transferred to employer's name.

3. **RULES AND REGULATIONS:**

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules as applicable to the Trainees of your category from time to time.

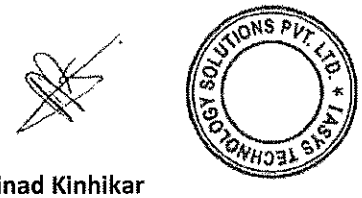
4. **TRAINING PERIOD:**

Your training period will commence from the date of your joining. You are requested to confirm acceptance of this employment offer and inform the date of your joining within 5 working days from the date of issuance of offer.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Rajat Kumar Pradhan

SALARY ANNEXURE

To,
Mr. Rajat Kumar Pradhan

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
HRA	5600	67200
Flexible Benefit Package	2634	31608
Leave Travel Allowance	1500	18000
Gross (A)	**23734**	**284808**
PF Employee Contribution (12%)	1800	21600
ESI Employee Contribution (0.75%)	0	0
Professional Tax	200	2500
Total Employee Contribution (B)	**2000**	**24100**
Net (A-B)	**21734**	**260708**
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1. **Net Salary**: Gross - (PF employee contribution + Professional Tax + Income tax as applicable)
2. **Group Medical Insurance**: Coverage upto 2 lakhs which include employee, spouse and first two children.
3. **Variable Pay**: If applicable, it depends on your & company performance, this allowance may decrease or increase & payable at the yearend after yearly performance evaluation.
4. **Gratuity**: This is applicable at the time of exit only if employee has completed five years of continuous service with the organization. If employee leaves the organization before completing five years, employee is not eligible for gratuity.
5. **Statutory Bonus**: It is applicable as per the statute of bonus.

For, iASYS Technology Solutions Pvt. Ltd.

Ninad Kinhikar
Manager-HR

Accepted By,

Rajat Kumar Pradhan

iASYS Technology Solutions Pvt.Ltd
Consulting | Technology | IT | Engineering

Integrating Knowledge & Technology

iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Mr. Suman Kumar
Odisha.

Dear Suman Kumar,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021**.

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

b) If you leave organization or resigned from the organization before completion of **two years** you will not be entitled to get your retention amount/bank guarantee because it will be transferred to employer's name.

3. **RULES AND REGULATIONS:**

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules as applicable to the Trainees of your category from time to time.

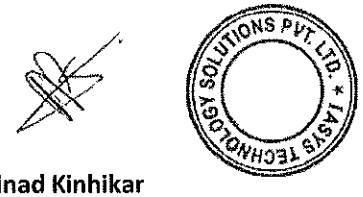
4. **TRAINING PERIOD:**

Your training period will commence from the date of your joining. You are requested to confirm acceptance of this employment offer and inform the date of your joining within 5 working days from the date of issuance of offer.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Suman Kumar

SALARY ANNEXURE

To,
Mr. Suman Kumar

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
HRA	5600	67200
Flexible Benefit Package	2634	31608
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5. **Statutory Bonus**: It is applicable as per the statute of bonus.

For, iASYS Technology Solutions Pvt. Ltd.

Ninad Kinhikar
Manager-HR

Accepted By,

Suman Kumar

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear BISHAL KESHARI (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear LIPSA MOHAPATRA (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear SATISH RATH (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear SWAYAMBHU SANJIBANI PAL (B.TECH- ELECTRICAL)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
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- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

Cognizant

23-Mar-2021

Dear Bijay Kumar Parida,
B.Tech, Computer Science & Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521921

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Bijay Kumar Parida **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Bijay Kumar Parida, 26, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Bijay Kumar Parida

Sign: _____
Name:

Date: December 27, 2021

Dear Prabhat Nath,

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	January 03, 2022
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

Please note that once we receive your acceptance, we will start your background verification process and you will receive a mail from our Background Verification team, for the same. The execution of your employment agreement and confirmation of employment is subject to clearance from our Background Verification team and completion of other formalities as per the company policy.

Zolostays Property Solutions Pvt. Ltd.,

Zolostays Property Solutions Pvt. Ltd. Bangalore

Neha Kumari, Senior Manager - HR

Letter of Authorisation

I hereby authorise Zolostays Property Solution Private Limited ('Zolostays') and its third-Party Vendor appointed by Zolostays to conduct and verify all and any information and documents provided by me and to conduct enquiries and examine such documents and information as may be necessary at the discretion of Zolostays.

I hereby understand and agree that such verification report may be obtained beforehand or/and at time of employment.

I hereby agree and understand that this offer is contingent to successful background verification including but not limiting criminal, education, and employment verification. This offer may be withdrawn based upon information received in such verification before/after/during my employment with Zolostays property Solution Pvt Ltd.

I hereby expressly release Zolostays and its appointed third party vendor from any and all liabilities and claims which may arise from the disclosure of the reference information and documents provided by me pursuant to this authorization.

By accepting the offer of employment with Zolostays I also accept the terms and conditions related to my background verification.

Cognizant

23-Mar-2021

Dear Bishnu Priya Rout,
B.Tech, Electronics & Telecommunication Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521923

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Bishnu Priya Rout **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Bishnu Priya Rout, 21, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Bishnu Priya Rout

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Rohan Kumar Panda,
B.Tech, Electronics & Telecommunication Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521916

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Rohan Kumar Panda **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rohan Kumar Panda, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Rohan Kumar Panda

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Sayangsikha Mishra,
B.Tech, Electronics & Telecommunication Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521925

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

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4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Sayangsikha Mishra **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
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- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

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3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Sayangsikha Mishra, 21, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Sayangsikha Mishra

Sign: _____
Name:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Farhat Perween
Address: S/O - Nazir Rizwan
Qtr. No - 150, Link Road, Sonari,
Jhamshedpur, Jharkhand,
Pin- 831005

Dear Farhat,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**.
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

iServeU Technology Pvt. Ltd.
Corporate Office: **4th Floor, JSS STP Tower 1,**
Infocity, Patia, Bhubaneswar – 751024
Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Gayatri Samantaray
Address: S/O - Gajendra Samantaray
Godavarish Nagar, 1st Lane Garden,
Berhampur, Odisha,
Pin - 760001

Dear Gayatri,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

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Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Ms. Prajnya Alokita Pradhan
Address: D/O - Kailash Chandra Pradhan
AT / P.O - Balimela, Qtr. No - 3R-17, Officer Lane,
Malkangiri, Odisha,
Pin - 764051

Dear Prajnya Alokita,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;

i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

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Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Sujit Tripathy
Address: Jyotish Chandra Tripathy
AT/P.O - Patia, Near Odisha Gramya Bank,
Chandrasekharpur, Bhubaneswar, Odisha,
Pin - 751031

Dear Sujit,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**.
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

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You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

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You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

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Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

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The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

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11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Chandan Nayak,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Chandan Nayak_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Chandan Nayak	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

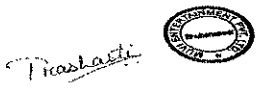
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Subrat Kumar Nayak,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Subrat Kumar Nayak_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Subrat Kumar Nayak	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Suchismita Subudhi Ray,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Suchismita Subudhi Ray_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Suchismita Subudhi Ray	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Priyanka Behera,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Priyanka Behera_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Priyanka Behera	
Designation: Junior Software Engineer	
Earnings	**Amount**
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***Employee's State Insurance (ESI):**

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****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

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******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

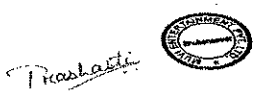
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Sahil Singh,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Sahil Singh_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

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In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

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3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

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Name: Sahil Singh	
Designation: Junior Software Engineer	
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1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

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- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Shritam Das,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Shritam Das_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. Non-Competition and Non-Solicitation

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. Non-Disclosure of Confidential Information

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. Probation Period

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. Termination

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Shritam Das	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Adhistha Swain (B.TECH- ETC)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Astik Mahala (B.TECH- ETC)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Anindita Pattnaik (B.TECH- ETC)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Ankisha Nayak (B.TECH- ETC)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Divya Raj (B.TECH- ETC)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Amlan Pattnaik,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Arindam Sahoo,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2 Certified Company

Date: 02-05-2021

Dear Muhammad Anjar Khan,

We are pleased to inform you that you are selected for the position of "**Trainee Software Engineer**" in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Nisha Sawara,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Satyam Samal,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

Date: 4-Dec-2020

Letter of Intent

Dear **SATYANARAYAN NAYAK,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Suraj Kumar Sahoo,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Abhishek Pradhan
Address: S/O - Sahadeb Pradhan
AT - Ambapada, P.O - Singeswar,
Balugaon, Khurda, Odisha,
Pin- 752030

Dear Abhishek,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Ms. Avipsa Bal
Address: D/O - Atula Kumar Bal
AT / P.O - Purunia, Salapada, Ghasipura
Keonjhar, Odisha,
Pin-758020

Dear Avipsa,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively, the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arises as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
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Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Bishnu Priya Naik
Address: S/O - Pabitra Naik
AT - NSC Hospital Security Section,
P.O - Dera, Talcher, Odisha,
Pin- 831005

Dear Bishnu Priya,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**.
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

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c) On completion of the Probation period, the Company reserves the right to
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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

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5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

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Your place of employment will be Bhubaneswar.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

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i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
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10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

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i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
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d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
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This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
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Email: info@iserveu.in | Web: www.iserveu.in

Date: 5th March, 2021

Mr. Dheeraj Kumar
Address: S/O - Musafir Yadav
A -79AB, A - Block, Moubhandar,
East Singhbum, Jharkhand,
Pin - 832103

Dear Dheeraj,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **8th March, 2021.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

iServeU Technology Pvt. Ltd.
Corporate Office: **4th Floor, JSS STP Tower 1,**
Infocity, Patia, Bhubaneswar – 751024
Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

Offer Letter – Internship/049/2021-March

Date: 1 March'2021
Name: Subham Patra
Address: Trident, Bhubaneswar.

Dear Subham,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT ("NDA") is entered on **1st March 2021** by and between:

LivNSense Technologies Pvt Ltd having a place of business at #1567, NGR Arcade, 4th Floor, 27th Main Road HSR Layout Sector 2, Bengaluru – 560102, Karnataka State, India, henceforth called as [Disclosing Party]

And

Subham Patra as an individual and having an address: ----------

----------, henceforth called as Receiving Party.

and governs all disclosures of the subject matter herein which are made by either party ("Disclosing Party") to the other party ("Receiving Party") from the Effective Date until this NDA is terminated, which shall be upon written notice having been given by either party to the other party and the same being accepted by the other party, or in any event 48 months following the Effective Date. All obligations hereunder shall continue for 48 months from the date of disclosure.

In consideration of the premises and covenants of this NDA, the parties agree as follows:

1. Each party desires to furnish to the other party certain information that the Disclosing Party regards as proprietary. Such information may include, but is not limited to, information of the Disclosing Party relating to client information, services, methodologies, products, manufacturing processes, business strategies and plans, customer lists, research and development programs, and such other information, if any, including: Proprietary, technical, marketing, sales, operations, financial and any other type of information ("Confidential Information"). Confidential Information may be furnished in any tangible or intangible form including, but not limited to, writings, drawings, computer tapes and other electronic media, samples, and verbal communications. Any Confidential Information furnished in tangible form shall be conspicuously marked as such and the content of any verbal communication will be clearly identified as the Confidential Information.

2. LivNSense Technologies Pvt Ltd is in onboarding **Subham Patra** as an Intern and as such shares the company and customers confidential information with him. All existing and jointly developed new information solely belongs and is owned by LivNSense Technologies Pvt Ltd. This clause supersedes any other clause in this NDA or any previous verbal and written communications.

3. Each party agrees that for a period of four years from the date of disclosure it shall not disclose Confidential Information received from the Disclosing Party to any third party nor use such Confidential Information for any purpose other than to evaluate its interest in the mutual business described above. The Receiving Party shall use the same degree of care in maintaining the

confidentiality of the Confidential Information as it uses with respect to its own information that is regarded as confidential and/or proprietary by such party, but in any case, shall at least use reasonable care. Each party agrees that it will restrict the access of all Confidential Information to only those of its employees and consultants who have need to be informed of the Confidential Information for the purposes for which the Confidential Information is provided.

4. The obligations of confidentiality and limitations of use shall continue for the period stated in Section 3; provided, however, neither party shall be liable for any disclosure of Confidential Information if the same information: (i) is in the public domain at the time of disclosure or later comes within the public domain, except through the acts or omissions of the Receiving Party; (ii) is known to the Receiving Party at the time of its disclosure; (iii) is approved for release by written authorization of the Disclosing Party; (iv) become known to the Receiving Party from a source other than the Disclosing Party without breach of an obligation of confidentiality; (v) is disclosed to one or more third parties by the Disclosing Party without restriction; (vi) is independently developed by employees or representatives of the Receiving Party without access to or use of the Confidential Information; or (vii) is subject to disclosure in accordance with a court order.

5. The receiving party agrees that it will make no copies of any Confidential Information received from the other party without the Receiving Party having first obtained the written authorization for such copies from the Disclosing Party. Upon request by the Disclosing Party, all items of Confidential Information shall be returned to the Disclosing Party, or destroyed, with the Receiving Party certifying the destruction thereof.

6. The Disclosing Party makes no warranty as to the accuracy of any Confidential Information, which information is furnished "AS IS." All right, title, and interest in and to the Confidential Information shall be and remain that of the Disclosing Party. No right or license and no authorization or consent (other than the consent expressly set forth herein), express or implied, to use any Confidential Information is granted hereunder, and the Receiving Party agrees to be so limited with respect to all Confidential Information received hereunder.

7. Receiving party agrees that it shall not attempt to, or knowingly, export or re-export Confidential Information of the Disclosing Party to any country without first having obtained all necessary approvals therefor.

8. The parties agree that this NDA and all disputes arising hereunder shall be governed by the laws of India. In addition, it is acknowledged and agreed that since a breach of the obligations of this NDA is likely to cause irreparable harm to the Disclosing Party and that money damages alone may be inadequate as a remedy for a breach of such obligations, the Receiving Party agrees that a Disclosing Party may seek injunctive relief of any provision of this NDA.

9. This NDA constitutes the entire understanding between the parties as to the Confidential Information. No amendment or modification of this NDA shall be valid or binding on the parties unless

made in writing and signed on behalf of each of the parties by their respective duly authorized representatives.

This NDA has been signed by the duly authorized representatives of the parties in identical counterparts, all of which comprise but one agreement on the subject matter hereof.

By: LivNSense Technologies Pvt Ltd	**By:**
Name: Niniva Roy	Name: ----------
Title: Department Of HR	Title: ----------
Date: 1st Mar 2021	Date: ----------

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Rudra Kawar,

Congratulations! We are pleased to offer you the position of **"Junior Software Engineer"** with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Rudra Kawar_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Rudra Kawar	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Souravraj Parida,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Souravraj Parida_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Souravraj Parida	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Manosmita Samantaray (B.TECH- IT)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Nibedita Mohanty (B.TECH- IT)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Sandeep Kumar Behura (B.TECH- IT)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Sarthak Samal (B.TECH- IT)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Simran Kumari (B.TECH- IT)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

Date: 4-Dec-2020

Letter of Intent

Dear **ANSHUMAN SWAIN,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **ANSHUMAN TRIPATHY,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

Date: 4-Dec-2020

Letter of Intent

Dear **ASHISH KUMAR SWAIN,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Amaresh Chandra Kar,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 02-05-2021

Dear Soumya Ranjan Mahapatra,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,00,820 per annum.**

Your joining date will be **12th May, 2021**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:00 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Manvi Singh

HR Manager

ApMoSys Technologies Pvt. Ltd

Cognizant

23-Mar-2021

Dear Bhagyashree Lenka,
Master of Computer Application
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521927

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

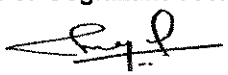
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Bhagyashree Lenka **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Bhagyashree Lenka, 23, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Bhaghyashree Lenka

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Abhishek Pani,
Master of Computer Application
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521928

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

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This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

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At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

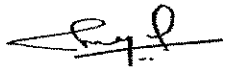
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Abhishek Pani **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Abhishek Pani, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Abhishek Pani

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Chiranjib Samantaray,
Master of Computer Application
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521910

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Chiranjib Samantaray **Designation:** Programmer Analyst Trainee

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- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Chiranjib Samantaray, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Chiranjib Samantaray

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Mayuri Rout,
Master of Computer Application
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521929

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Mayuri Rout **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Mayuri Rout, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Mayuri Rout

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Subham Beborta,
Master of Computer Application
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521909

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Subham Beborta **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Subham Beborta, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Subham Beborta

Sign: _____
Name:

Cognizant

23-Mar-2021

Dear Suman Kumar Das,
Master of Computer Application
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521908

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Suman Kumar Das **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Suman Kumar Das, 23, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Suman Kumar Das

Sign: _____
Name:

Ref.: CSMPL/OL/BBSR/BSS/04-11/4589 **Date: 04-Nov-2020**

Dear **Mr. Srikanta Pradhan,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 16th November 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 5th November 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagnapanda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/04-11/4590 **Date: 04-Nov-2020**

Dear **Mr. Rahul Pradhan,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 16th November 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 5th November 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM Technologies Pvt. Ltd., Level-6, OCAC Tower, Bhubaneswar-751013, Odisha, India.
Tel: +91 674 6635 900 | Fax: +91 674 2567 791 | Email: info@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/04-11/4591 **Date: 04-Nov-2020**

Dear **Ms. Ujalini Nath,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 16th November 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 5th November 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM Technologies Pvt. Ltd., Level-6, OCAC Tower, Bhubaneswar-751013, Odisha, India.
Tel: +91 674 6635 900 | Fax: +91 674 2567 791 | Email: info@csmpl.com

Ref.: CSMPL/OL/BBSR/BSS/04-11/4594 **Date: 04-Nov-2020**

Dear **Mr. Ujjal Kumar Lenka,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 16th November 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 5th November 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Trident Group of Institutions
Date: 26-03-2021

Dear Yasish Gauchan (B.TECH- CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

Ref.: CSMPL/OL/BBSR/BSS/04-11/4593 **Date: 04-Nov-2020**

Dear **Mr. Kiran Jyoti Mohapatra,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 16th November 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 5th November 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

Date: 05th Oct 2020

LETTER OF INTENT

Dear **Bedaprakash Jena,**

Further to the discussion you had with us, we are pleased to · inform that you have been **selected for an Internship Program at CSS Corp In virtual format**. You would do your "Virtual Internship" with us in **"Cyber Security Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on 4th January 2021 and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2021 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not .obligated to offer employment based on you completing the internship program.

6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs.10.0001- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.

11. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.

12. **Refer to the Annexure on the curriculum outline 1 & the cloud lab access provided to you as part of the Internship program.**

13. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

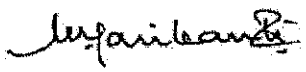
14. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained In the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.

15. CSS Corp may defer, alter, withdraw or terminate the Internship program at any time and at Its sole discretion without assigning any reasons alid without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited



P R Manikantan

Senior Director, Campus and Institutional Alliances

DECLARATION

I, _____hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).

5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.

6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the result declared by CSS Corp. As a logical corollary, I will not be considered for absorption/ employment by with CSS Corp.

7. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp'.

8. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

9. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 2.75 Lacs per annum or as CSS Corp may determine at that point of time.**

10. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

11. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

12. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name :

Signature of Candidate

Date :

Annexure Curriculum Outline

Networking - Curriculum Outline (Common) :

- TCP/IP Protocol Suite, Deep Drive - Protocol /Packet level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, 1Pv4, 1Pv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

Troubleshooting :

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet/ session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

Cyber Security - Enterprise Next Gen Firewall :

- State full & Stateless Firewall &Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL/ TSL - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

Definition of Terms

Virtual Internship: Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

Cloud Labs: Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

Performance Evaluation Criteria:

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

Undertaking

I _____ Son / Daughter of _____residing at _____studying _____ degree in _____college, am fully aware of terms and conditions, and am willing to undertake this Internship Program at CSS Corp. I promise to display sincerity and commitment towards the Internship Program and will seek for a long-term career with your esteemed organization if I am offered employment.

Name : Signature of Candidate

Date :

Name : Signature of Candidate

Date :

Date: 05th Oct 2020

LETTER OF INTENT

Dear **Puja Mishra,**

Further to the discussion you had with us, we are pleased to · inform that you have been **selected for an Internship Program at CSS Corp In virtual format**. You would do your "Virtual Internship" with us in **"Cyber Security Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on 4th January 2021 and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2021 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not .obligated to offer employment based on you completing the internship program.

6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs.10.0001- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.

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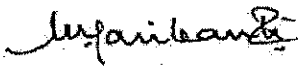
Welcome to CSS Corp Private Limited

For CSS Corp Private Limited



P R Manikantan

Senior Director, Campus and Institutional Alliances

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I, _____hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

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Name :

Signature of Candidate

Date :

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Name : Signature of Candidate

Date :

Name : Signature of Candidate

Date :

Date: 05th Oct 2020

LETTER OF INTENT

Dear **Shubhasmita Behera,**

Further to the discussion you had with us, we are pleased to · inform that you have been **selected for an Internship Program at CSS Corp In virtual format**. You would do your "Virtual Internship" with us in **"Cyber Security Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on 4th January 2021 and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

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5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not .obligated to offer employment based on you completing the internship program.

6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

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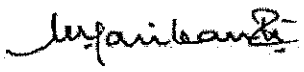

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Signature of Candidate

Date :

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Name : Signature of Candidate

Date :

Name : Signature of Candidate

Date :

Date: 05th Oct 2020

LETTER OF INTENT

Dear **Jagadananda Pattanayak,**

Further to the discussion you had with us, we are pleased to · inform that you have been **selected for an Internship Program at CSS Corp In virtual format**. You would do your "Virtual Internship" with us in **"Cyber Security Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

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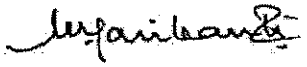

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Name : Signature of Candidate

Date :

Name : Signature of Candidate

Date :

Date: 05th Oct 2020

LETTER OF INTENT

Dear **Payal Sukla,**

Further to the discussion you had with us, we are pleased to · inform that you have been **selected for an Internship Program at CSS Corp In virtual format**. You would do your "Virtual Internship" with us in **"Cyber Security Track"** and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you on 4th January 2021 and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.

2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2021 or as CSS Corp may determine.

3. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

4. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

5. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not .obligated to offer employment based on you completing the internship program.

6. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.

7. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.

8. You will be **eligible for a stipend of Rs.10.0001- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.

9. You are required to provide full attention and complete your internship program successfully.

10. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.

11. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.

12. **Refer to the Annexure on the curriculum outline 1 & the cloud lab access provided to you as part of the Internship program.**

13. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

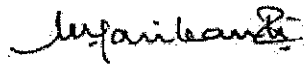
14. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained In the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.

15. CSS Corp may defer, alter, withdraw or terminate the Internship program at any time and at Its sole discretion without assigning any reasons alid without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited



P R Manikantan

Senior Director, Campus and Institutional Alliances

DECLARATION

I, _____hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).

5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.

6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the result declared by CSS Corp. As a logical corollary, I will not be considered for absorption/ employment by with CSS Corp.

7. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp'.

8. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

9. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 2.75 Lacs per annum or as CSS Corp may determine at that point of time.**

10. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

11. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

12. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name :

Signature of Candidate

Date :

Annexure Curriculum Outline

Networking - Curriculum Outline (Common) :

- TCP/IP Protocol Suite, Deep Drive - Protocol /Packet level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, 1Pv4, 1Pv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

Troubleshooting :

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet/ session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

Cyber Security - Enterprise Next Gen Firewall :

- State full & Stateless Firewall &Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL/ TSL - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

Definition of Terms

Virtual Internship: Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

Cloud Labs: Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

Performance Evaluation Criteria:

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

Undertaking

I _____ Son / Daughter of _____residing at _____studying _____ degree in _____college, am fully aware of terms and conditions, and am willing to undertake this Internship Program at CSS Corp. I promise to display sincerity and commitment towards the Internship Program and will seek for a long-term career with your esteemed organization if I am offered employment.

Name : Signature of Candidate

Date :

Name : Signature of Candidate

Date :

iASYS Technology Solutions Pvt.Ltd
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iASYS
Integrating Knowledge & Technology

iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Mr. Mahesh Ranjan Kar
Odisha.

Dear Mahesh Ranjan Kar,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021**.

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

b) If you leave organization or resigned from the organization before completion of **two years** you will not be entitled to get your retention amount/bank guarantee because it will be transferred to employer's name.

3. **RULES AND REGULATIONS:**

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules as applicable to the Trainees of your category from time to time.

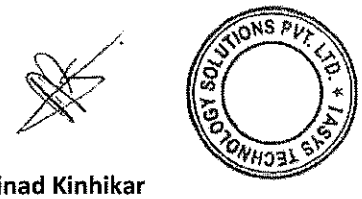
4. **TRAINING PERIOD:**

Your training period will commence from the date of your joining. You are requested to confirm acceptance of this employment offer and inform the date of your joining within 5 working days from the date of issuance of offer.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Mahesh Ranjan Kar

SALARY ANNEXURE

To,
Mr. Mahesh Ranjan Kar

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
HRA	5600	67200
Flexible Benefit Package	2634	31608
Leave Travel Allowance	1500	18000
Gross (A)	**23734**	**284808**
PF Employee Contribution (12%)	1800	21600
ESI Employee Contribution (0.75%)	0	0
Professional Tax	200	2500
Total Employee Contribution (B)	**2000**	**24100**
Net (A-B)	**21734**	**260708**
PF Employer Contribution (13%)	1950	23400
ESI Employer Contribution (3.25%)	0	0
Mediclaim Insurance	311	3732
Gratuity (4.81%)	673	8076
Variable Pay	0	0
Total Employer Contribution (C)	**2934**	**35208**
Total CTC (A+C)	**26668**	**320016**

1. **Net Salary:** Gross - (PF employee contribution + Professional Tax + Income tax as applicable)
2. **Group Medical Insurance**: Coverage upto 2 lakhs which include employee, spouse and first two children.
3. **Variable Pay**: If applicable, it depends on your & company performance, this allowance may decrease or increase & payable at the yearend after yearly performance evaluation.
4. **Gratuity**: This is applicable at the time of exit only if employee has completed five years of continuous service with the organization. If employee leaves the organization before completing five years, employee is not eligible for gratuity.
5. **Statutory Bonus**: It is applicable as per the statute of bonus.

For, iASYS Technology Solutions Pvt. Ltd.

Ninad Kinhikar
Manager-HR

Accepted By,

Mahesh Ranjan Kar

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iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Mr. Subrat Mohanty
Odisha.

Dear Subrat Mohanty,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021**.

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

b) If you leave organization or resigned from the organization before completion of **two years** you will not be entitled to get your retention amount/bank guarantee because it will be transferred to employer's name.

3. **RULES AND REGULATIONS:**

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules as applicable to the Trainees of your category from time to time.

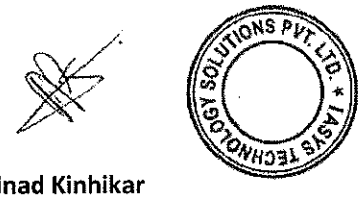
4. **TRAINING PERIOD:**

Your training period will commence from the date of your joining. You are requested to confirm acceptance of this employment offer and inform the date of your joining within 5 working days from the date of issuance of offer.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Subrat Mohanty

SALARY ANNEXURE

To,
Mr. Subrat Mohanty

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
HRA	5600	67200
Flexible Benefit Package	2634	31608
Leave Travel Allowance	1500	18000
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2. **Group Medical Insurance**: Coverage upto 2 lakhs which include employee, spouse and first two children.
3. **Variable Pay**: If applicable, it depends on your & company performance, this allowance may decrease or increase & payable at the yearend after yearly performance evaluation.
4. **Gratuity**: This is applicable at the time of exit only if employee has completed five years of continuous service with the organization. If employee leaves the organization before completing five years, employee is not eligible for gratuity.
5. **Statutory Bonus**: It is applicable as per the statute of bonus.

For, iASYS Technology Solutions Pvt. Ltd.

Ninad Kinhikar
Manager-HR

Accepted By,

Subrat Mohanty

iASYS Technology Solutions Pvt.Ltd
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iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Mr. Nitin Mukesh
Odisha.

Dear Nitin Mukesh,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021.**

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

b) If you leave organization or resigned from the organization before completion of **two years** you will not be entitled to get your retention amount/bank guarantee because it will be transferred to employer's name.

3. **RULES AND REGULATIONS:**

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules as applicable to the Trainees of your category from time to time.

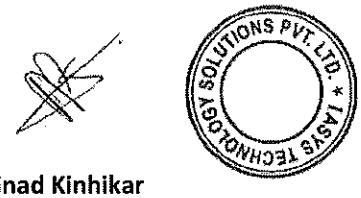
4. **TRAINING PERIOD:**

Your training period will commence from the date of your joining. You are requested to confirm acceptance of this employment offer and inform the date of your joining within 5 working days from the date of issuance of offer.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Nitin Mukesh

SALARY ANNEXURE

To,
Mr. Nitin Mukesh

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
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4. **Gratuity**: This is applicable at the time of exit only if employee has completed five years of continuous service with the organization. If employee leaves the organization before completing five years, employee is not eligible for gratuity.
5. **Statutory Bonus**: It is applicable as per the statute of bonus.

For, iASYS Technology Solutions Pvt. Ltd.

Ninad Kinhikar
Manager-HR

Accepted By,

Nitin Mukesh

iASYS Technology Solutions Pvt.Ltd
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iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Mr. Satyadarshan Panda
Odisha.

Dear Satyadarshan Panda,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021**.

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

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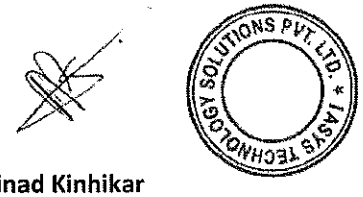
As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Satyadarshan Panda

SALARY ANNEXURE

To,
Mr. Satyadarshan Panda

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
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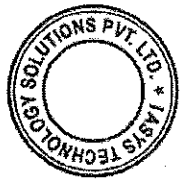
For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Accepted By,

Satyadarshan Panda

iASYS Technology Solutions Pvt.Ltd
Consulting | Technology | IT | Engineering

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iASYS/HR/2021/GETO

19th March 2021

OFFER LETTER

To,
Mr. Rakesh Parida
Odisha.

Dear Rakesh Parida,

We are pleased to inform you that you have successfully cleared your interview conducted at campus by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee,** as per following Terms and Conditions:

TRAINING:

a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.

b) The training will be for a period of one year from the **7th June 2021.**

c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

1. **CTC:** The overall CTC offered to you shall be **Rs 3,20,016/-** per annum. (Refer Annexure for details)

2. **RETENTION AMOUNT:**

a) As a part of GET policy you must Submit **Rs. 50,000/- bank guarantee** to the organization which will be refundable after completion of **two years** in the organization.

b) If you leave organization or resigned from the organization before completion of **two years** you will not be entitled to get your retention amount/bank guarantee because it will be transferred to employer's name.

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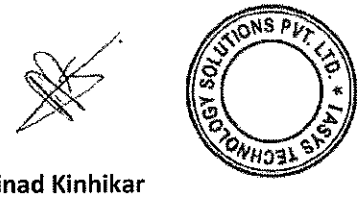
As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With Best Regards,

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Read, Understood, Accepted By,

Rakesh Parida

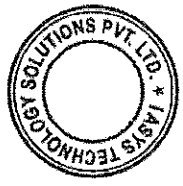
SALARY ANNEXURE

To,
Mr. Rakesh Parida

CTC STRUCTURE		
Components	**Monthly (INR)**	**Yearly (INR)**
Basic	14000	168000
HRA	5600	67200
Flexible Benefit Package	2634	31608
Leave Travel Allowance	1500	18000
Gross (A)	**23734**	**284808**
PF Employee Contribution (12%)	1800	21600
ESI Employee Contribution (0.75%)	0	0
Professional Tax	200	2500
Total Employee Contribution (B)	**2000**	**24100**
Net (A-B)	**21734**	**260708**
PF Employer Contribution (13%)	1950	23400
ESI Employer Contribution (3.25%)	0	0
Mediclaim Insurance	311	3732
Gratuity (4.81%)	673	8076
Variable Pay	0	0
Total Employer Contribution (C)	**2934**	**35208**
Total CTC (A+C)	**26668**	**320016**

1. **Net Salary**: Gross - (PF employee contribution + Professional Tax + Income tax as applicable)
2. **Group Medical Insurance**: Coverage upto 2 lakhs which include employee, spouse and first two children.
3. **Variable Pay**: If applicable, it depends on your & company performance, this allowance may decrease or increase & payable at the yearend after yearly performance evaluation.
4. **Gratuity**: This is applicable at the time of exit only if employee has completed five years of continuous service with the organization. If employee leaves the organization before completing five years, employee is not eligible for gratuity.
5. **Statutory Bonus**: It is applicable as per the statute of bonus.

For, iASYS Technology Solutions Pvt. Ltd.



Ninad Kinhikar
Manager-HR

Accepted By,

Rakesh Parida

iServeU Technology Pvt. Ltd.
Corporate Office: **4th Floor, JSS STP Tower 1,**
Infocity, Patia, Bhubaneswar – 751024
Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

OFF SUMMER PROJECT- OFFER LETTER

Date: 5th March 2021

Mr. Smrutiranjan Panda
At - Plot No MC/106, Balijhara,
Mahavir Colony, Po - Atharabanki,
Jagatsinghpur, Odisha, Pin- 754120
Ph. No.- 9556410513
Email- smrutiranjan.panda955@gmail.com

Dear Smruti,
Re: **Offer for Off summer project as "Software Engineer - Intern"**

We are pleased to offer you temporary employment at **iServeU Technology Pvt. Ltd.** as **"Software Engineer - Intern"** on the following terms and conditions.

1. Your "**OFF SUMMER PROJECT**" period shall be for a period of two (2) months, beginning from **8th March 2021**, which can be extended further or terminated earlier with 7 days' notice on either side, without assigning any reason.

2. Your monthly stipend will be Rs. 10,000 p.m. After completion of your Off Summer project, confirmation of your employment with the Company as full-time employee shall be subject to your satisfactory performance during the internship.

3. Your place of work will be at **Bhubaneswar.**

4. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

5. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's polices, Company's patterns & Trade Mark and company's Human assets profile.

6. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

iServeU Technology Pvt. Ltd.
Corporate Office: **4th Floor, JSS STP Tower 1,**
Infocity, Patia, Bhubaneswar – 751024
Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to iServeU family and look forward to a fruitful collaboration.

Warm Regards,

Mrs. Anu
Human Resource department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Swadesh Ranjan Bhuyan,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Swadesh Ranjan Bhuyan_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Swadesh Ranjan Bhuyan	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

maventic

Trainee offer letter

Date: 04-Nov-2021

Dear Swoyansu,

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 08-Nov-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online)
- 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 Mr. Swoyansu Sahu 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

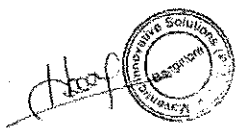
In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,



Authorized Signatory

I hereby accept the Developer Trainee offer

Swoyansu Sahu

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Swoyansu Sahu

Bangalore

maventic

Trainee offer letter

Date: 04-Nov-2021

Dear Barsharani,

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 08-Nov-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online)
- 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. Barsharani Biswal 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Barsharani Biswal

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

maventic

Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

maventic

3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Barsharani Biswal

Bangalore

maventic

Trainee offer letter

Date: 04-Nov-2021

Dear Jyoti,

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 08-Nov-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online)
- 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 Mr. Jyoti Pradhan 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,

Authorized Signatory

I hereby accept the Developer Trainee offer

Jyoti Pradhan

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

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Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

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3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Jyoti Pradhan

Bangalore

maventic

Trainee offer letter

Date: 04-Nov-2021

Dear Anwesha,

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 08-Nov-2022 or Completion of your graduation course whichever is higher. You will be going through the following program during the Training period:

- Classroom trainings (Online)
- 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 Mr. Anwesha Panigrahi 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), till the completion of the internship.

Post the successful completion of the Training period, you will be absorbed as a developer & your compensation will be as per the developer offer letter.

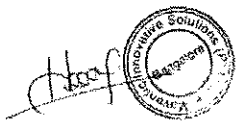
In case your performance is not satisfactory during the Training period, the company reserves the right to extend your Training or cancel your offer letter, whichever the company finds appropriate.

Please refer to the enclosed "Annexure A" for terms and conditions of this Trainee offer.

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.,



Authorized Signatory

I hereby accept the Developer Trainee offer

Anwesha Panigrahi

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

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Annexure – Terms and Conditions

1. Performance of Duties & Conflict of Interest

1.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

1.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

1.3 You shall keep details of your stipend / Salary and employment benefits strictly confidential within and outside the company.

1.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your Training, and which should not be disclosed or made public in the course of the proper execution of your duties.

1.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

1.6 You shall not publish any code, design document etc in public forums like SDN without permission.

1.7 You shall not use private mail in any circumstances for any official communications.

2. Annual Leave

2.1 The Trainee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

A. Casual leave during Training period: 6 days Per Annum (For 6 month training period Casual leave will be 3 days).

B. Sick leave during Training period: 7 days Per Annum.

C. **Exam's Leave Per semester**:

10 days of paid Exam leaves in case of written exams per semester (leaves need to be applied & approved in ESS with sufficient notice in advance (at least two weeks/ immediately upon receipt of communication from college)

- **2 days** of paid Exam leaves in case of project submission per semester.

D. Regulatory Holidays: 10 days Per Annum.

2.2 In case leave is taken without approval or without following the process will be considered as LOP.

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3. Resignation Clause

In case you want to cease your association with the company during the Training period, then you will have to comply with all the terms and conditions mentioned in the "Agreement to Repay the training Cost" signed by you while joining & do the exit formalities by doing proper handover.

4. You shall repay the stipend received during the Training period to the company if you tender your resignation during the Training period and shall also repay the training cost as per the "Agreement to Repay the training Cost" entered by you with the company.

5. During the training you are under probation and during such period any unauthorized absence will be considered as absconding and you will be liable to face the legal consequences of the same.

6. Termination of Employment

- The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:
- You have provided falsified information in the resume or during interview
- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employee you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

5. Alterations

The above terms may be modified by the Company from time to time, and such variations shall be binding on you.

6. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

Anwesha Panigrahi

Bangalore

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Supriti Mohanty,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Supriti Mohanty_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Supriti Mohanty	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A.** There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Rajalaxmi Sahoo,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Rajalaxmi Sahoo_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Rajalaxmi Sahoo	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Prashasti

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Jeebanjyoti Mohapatra,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Jeebanjyoti Mohapatra_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Jeebanjyoti Mohapatra	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
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Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
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ESI Employer Contribution	5,876
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****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

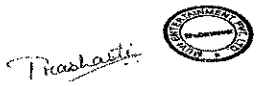
- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd



Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Khageswar Sahoo,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Khageswar Sahoo_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
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You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

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You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

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Designation: Junior Software Engineer	
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Income tax deductions will be applicable as per the government declared tax slabs.

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1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

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Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

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The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____ , S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

Offer Letter – Internship/048/2021-March

Date: 1 March'2021
Name: Swadesh Ranjan Bhuyan
Address: Trident, Bhubaneswar.

Dear Swadesh,

On behalf of LivNSense Technologies Pvt Ltd., I am pleased to extend to you this offer as an Intern, reporting to our industry expert for any of our live/inhouse Project. As part of this project, you would undergo the required training by our experts.

You will be paid stipend of INR 5,000 per month all applicable [taxes deduction as applicable], effective expected date of joining i.e., 1st Mar'2021. As an intern you will not receive any of the employee benefits that regular Company employees receive. Your absence from work will be treated as Loss of Pay. You would be expected to report any leaves/absence from work to HR at LivNSense.

Your internship is expected to end on 31st August 2021. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, by giving one-week notice. Also based on your performance during this period can be converted as well.

1. You need to work in a secured environment, with individual laptops/desktops and good internet connectivity. It is important to ensure our corporate security policy and IP/Solutions confidentiality during the internship period.

2. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

3. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

4. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

6. You will be required to maintain at most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company policies, Company's patterns & Trademark and company's Human assets profile.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.

10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED** family and look forward to a fruitful collaboration.

With best wishes,

Authorized Signatory
Human Resources Dept.

For **LIVNSENSE TECHNOLOGIES PRIVATE LIMITED**

I agree to accept internship on the terms and conditions above mentioned. The original of this letter is in my possession.

Place: _____ Name: _____

Date: _____ Sign: _____

MUTUAL NONDISCLOSURE AGREEMENT

THIS MUTUAL NONDISCLOSURE AGREEMENT ("NDA") is entered on **1st March 2021** by and between:

LivNSense Technologies Pvt Ltd having a place of business at #1567, NGR Arcade, 4th Floor, 27th Main Road HSR Layout Sector 2, Bengaluru – 560102, Karnataka State, India, henceforth called as [Disclosing Party]

And

Swadesh Ranjan Bhuyan as an individual and having an address: ----------

----------, henceforth called as Receiving Party.

and governs all disclosures of the subject matter herein which are made by either party ("Disclosing Party") to the other party ("Receiving Party") from the Effective Date until this NDA is terminated, which shall be upon written notice having been given by either party to the other party and the same being accepted by the other party, or in any event 48 months following the Effective Date. All obligations hereunder shall continue for 48 months from the date of disclosure.

In consideration of the premises and covenants of this NDA, the parties agree as follows:

1. Each party desires to furnish to the other party certain information that the Disclosing Party regards as proprietary. Such information may include, but is not limited to, information of the Disclosing Party relating to client information, services, methodologies, products, manufacturing processes, business strategies and plans, customer lists, research and development programs, and such other information, if any, including: Proprietary, technical, marketing, sales, operations, financial and any other type of information ("Confidential Information"). Confidential Information may be furnished in any tangible or intangible form including, but not limited to, writings, drawings, computer tapes and other electronic media, samples, and verbal communications. Any Confidential Information furnished in tangible form shall be conspicuously marked as such and the content of any verbal communication will be clearly identified as the Confidential Information.

2. LivNSense Technologies Pvt Ltd is in onboarding **Swadesh Ranjan Bhuyan** as an Intern and as such shares the company and customers confidential information with him. All existing and jointly developed new information solely belongs and is owned by LivNSense Technologies Pvt Ltd. This clause supersedes any other clause in this NDA or any previous verbal and written communications.

3. Each party agrees that for a period of four years from the date of disclosure it shall not disclose Confidential Information received from the Disclosing Party to any third party nor use such Confidential Information for any purpose other than to evaluate its interest in the mutual business described above. The Receiving Party shall use the same degree of care in maintaining the

confidentiality of the Confidential Information as it uses with respect to its own information that is regarded as confidential and/or proprietary by such party, but in any case, shall at least use reasonable care. Each party agrees that it will restrict the access of all Confidential Information to only those of its employees and consultants who have need to be informed of the Confidential Information for the purposes for which the Confidential Information is provided.

4. The obligations of confidentiality and limitations of use shall continue for the period stated in Section 3; provided, however, neither party shall be liable for any disclosure of Confidential Information if the same information: (i) is in the public domain at the time of disclosure or later comes within the public domain, except through the acts or omissions of the Receiving Party; (ii) is known to the Receiving Party at the time of its disclosure; (iii) is approved for release by written authorization of the Disclosing Party; (iv) become known to the Receiving Party from a source other than the Disclosing Party without breach of an obligation of confidentiality; (v) is disclosed to one or more third parties by the Disclosing Party without restriction; (vi) is independently developed by employees or representatives of the Receiving Party without access to or use of the Confidential Information; or (vii) is subject to disclosure in accordance with a court order.

5. The receiving party agrees that it will make no copies of any Confidential Information received from the other party without the Receiving Party having first obtained the written authorization for such copies from the Disclosing Party. Upon request by the Disclosing Party, all items of Confidential Information shall be returned to the Disclosing Party, or destroyed, with the Receiving Party certifying the destruction thereof.

6. The Disclosing Party makes no warranty as to the accuracy of any Confidential Information, which information is furnished "AS IS." All right, title, and interest in and to the Confidential Information shall be and remain that of the Disclosing Party. No right or license and no authorization or consent (other than the consent expressly set forth herein), express or implied, to use any Confidential Information is granted hereunder, and the Receiving Party agrees to be so limited with respect to all Confidential Information received hereunder.

7. Receiving party agrees that it shall not attempt to, or knowingly, export or re-export Confidential Information of the Disclosing Party to any country without first having obtained all necessary approvals therefor.

8. The parties agree that this NDA and all disputes arising hereunder shall be governed by the laws of India. In addition, it is acknowledged and agreed that since a breach of the obligations of this NDA is likely to cause irreparable harm to the Disclosing Party and that money damages alone may be inadequate as a remedy for a breach of such obligations, the Receiving Party agrees that a Disclosing Party may seek injunctive relief of any provision of this NDA.

9. This NDA constitutes the entire understanding between the parties as to the Confidential Information. No amendment or modification of this NDA shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized representatives.

This NDA has been signed by the duly authorized representatives of the parties in identical counterparts, all of which comprise but one agreement on the subject matter hereof.

By: LivNSense Technologies Pvt Ltd	**By:**
Name: Niniva Roy	Name: ----------
Title: Department Of HR	Title: ----------
Date: 1st Mar 2021	Date: ----------

A-1 FENCE
Fence & Fence-ability

Offer Letter

Ref: 090/HR/OL/2021 **24-Jul-2021**

Dear MR. AKASH KUMAR NAIK,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of **GET** in Band **1A** . You would currently be reporting to the **General Manager-Production** at A-1 Fence.
The date of your joining would be **02-Aug-2021** . You will be posted at **Sanjan.**
Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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

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

We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

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

MR. AKASH KUMAR NAIK,
(Candidate's name in capital letters)
Date:

(Signature of the Candidate)
Location : Sanjan

A-1 FENCE
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Annexure to your Offer of Employment [090/HR/OL/2021] as GET in Band 1A@
Welcome to A-1 Fence!
Presented here are the details that refer to our offer of employment to you in the role of **GET in Band 1A.**

1. Probationary Period and Confirmation as a Permanent Employee:
You will be on probation for a minimum period of six months. If your services are not found satisfactory during this period, the probation period may be extended further. The management can terminate the services during the probation period or after getting confirmed by giving you 1 month notice or salary in lieu thereof.

2. Leave Eligibility:
You will be eligible for leaves as per Company policy.

3. Compensation and benefits:
Your remuneration will be **INR 3,00,000.00 Per Annum** including Performance Linked Incentives subject to performance against set KRAs. The detailed break-up of the salary is given in **Annexure-1**. Please note that statutory deductions like ***Professional Tax, PF and Income Tax*** would be applicable (if any). The appraisal cycle of the company is 1st April to 31st March.

4. 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. During probation or on confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the one month notice period. Similarly, the Company can terminate your services by giving you one month notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

5. Transfer:
Your services can be transferred to any of our factories/ offices situated anywhere in India or abroad. At such time, the compensation applicable to a specific location will be payable to you.

6. 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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

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7. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A-1 Fence. 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.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding the Company's activities to any person or persons. In this regard, you need to sign a **Non-Compete Agreement** with the organization.

Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer anytime before your joining ; without any compensation payable to you.

Please submit 2 passport size photographs, Passport, photo copies of PAN Card, Ration Card, Voter ID, Driving License and your Educational as well as previous Employment Certificates along with the salary slips for last 3 months within 7 days of accepting this offer letter.

In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete Agreement".

Note: The offer is subject to all clearance by third party background check.

Welcome to the A-1 Fence family.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

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ANNEXURE – 1

Detailed Salary breakup is as below –

Pay Component	Monthly Amount	Annual Amount
Total CTC	0	0

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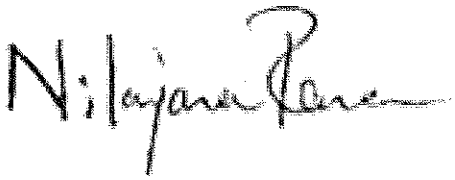
* Take Home Salary : Fixed - Deductions

* Out of INR 3,00,000.00 PA CTC, INR 0.00 /- is Performance Linked Incentives (PLI) (variable) subject to the performance against set KRAs for previous year which will be paid at the time of Diwali along with bonus.

Apart from this, you will also be covered under Group Personal Accident as well as Group Mediclaim Insurance provided by the Company as per the company policy.

For A-1 Fence Products Company Pvt. Ltd.



Authorised Signatory

A-1 FENCE
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Offer Letter

Ref: **095/HR/OL/2021** 24-Jul-2021

Dear MR.AMANDEEP PANDA,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of **GET** in Band **1A** . You would currently be reporting to the **General Manager-Production** at A-1 Fence.
The date of your joining would be **02-Aug-2021** . You will be posted at **Sanjan.**
Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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

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

We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Nilanjana Pore

Authorised Signatory

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

MR. AMANDEEP PANDA,
(Candidate's name in capital letters)
Date:

(Signature of the Candidate)
Location : Sanjan

Annexure to your Offer of Employment [095/HR/OL/2021] as GET in Band 1A@

Welcome to A-1 Fence!

Presented here are the details that refer to our offer of employment to you in the role of **GET in Band 1A.**

1. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a minimum period of six months. If your services are not found satisfactory during this period, the probation period may be extended further. The management can terminate the services during the probation period or after getting confirmed by giving you 1 month notice or salary in lieu thereof.

2. Leave Eligibility:

You will be eligible for leaves as per Company policy.

3. Compensation and benefits:

Your remuneration will be **INR 3,00,000.00 Per Annum** including Performance Linked Incentives subject to performance against set KRAs. The detailed break-up of the salary is given in **Annexure-1.** Please note that statutory deductions like ***Professional Tax, PF and Income Tax*** would be applicable (if any). The appraisal cycle of the company is 1st April to 31st March.

4. 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. During probation or on confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the one month notice period. Similarly, the Company can terminate your services by giving you one month notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

5. Transfer:

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

6. 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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

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7. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A-1 Fence. 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.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding the Company's activities to any person or persons. In this regard, you need to sign a **Non-Compete Agreement** with the organization.

Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer anytime before your joining ; without any compensation payable to you.

Please submit 2 passport size photographs, Passport, photo copies of PAN Card, Ration Card, Voter ID, Driving License and your Educational as well as previous Employment Certificates along with the salary slips for last 3 months within 7 days of accepting this offer letter.

In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete Agreement".

Note: The offer is subject to all clearance by third party background check.

Welcome to the A-1 Fence family.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Nilajan Rane

Authorised Signatory

A-1 FENCE
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ANNEXURE – 1

Detailed Salary breakup is as below –

Pay Component	Monthly Amount	Annual Amount
Total CTC	0	0

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* Take Home Salary : Fixed -Deductions

* Out of INR 3,00,000.00 PA CTC, INR 0.00 /- is Performance Linked Incentives (PLI) (variable) subject to the performance against set KRAs for previous year which will be paid at the time of Diwali along with bonus.

Apart from this, you will also be covered under Group Personal Accident as well as Group Mediclaim Insurance provided by the Company as per the company policy.

For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

A-1 FENCE
Fence & Fence-ability

Offer Letter

Ref: **096/HR/OL/2021** 24-Jul-2021

Dear MR.DURGASISH BHATTACHARYA,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of **GET** in Band **1A** . You would currently be reporting to the **General Manager-Production** at A-1 Fence.
The date of your joining would be **02-Aug-2021** . You will be posted at **Sanjan.**
Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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

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

We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

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

MR. DURGASISH BHATTACHARYA,
(Candidate's name in capital letters)
Date:

(Signature of the Candidate)
Location : Sanjan

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Annexure to your Offer of Employment [096/HR/OL/2021] as GET in Band 1A@

Welcome to A-1 Fence!

Presented here are the details that refer to our offer of employment to you in the role of **GET in Band 1A.**

1. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a minimum period of six months. If your services are not found satisfactory during this period, the probation period may be extended further. The management can terminate the services during the probation period or after getting confirmed by giving you 1 month notice or salary in lieu thereof.

2. Leave Eligibility:

You will be eligible for leaves as per Company policy.

3. Compensation and benefits:

Your remuneration will be **INR 3,00,000.00 Per Annum** including Performance Linked Incentives subject to performance against set KRAs. The detailed break-up of the salary is given in **Annexure-1**. Please note that statutory deductions like ***Professional Tax, PF and Income Tax*** would be applicable (if any). The appraisal cycle of the company is 1st April to 31st March.

4. 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. During probation or on confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the one month notice period. Similarly, the Company can terminate your services by giving you one month notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

5. Transfer:

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

6. 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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

A-1 FENCE
Fence & Fence-ability

7. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A-1 Fence. 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.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding the Company's activities to any person or persons. In this regard, you need to sign a **Non-Compete Agreement** with the organization.

Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer anytime before your joining ; without any compensation payable to you.

Please submit 2 passport size photographs, Passport, photo copies of PAN Card, Ration Card, Voter ID, Driving License and your Educational as well as previous Employment Certificates along with the salary slips for last 3 months within 7 days of accepting this offer letter.

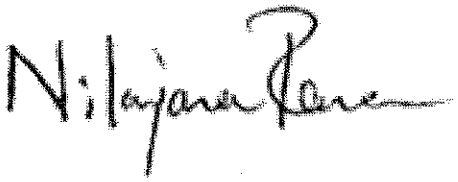
In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete Agreement".

Note: The offer is subject to all clearance by third party background check.

Welcome to the A-1 Fence family.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.



Authorised Signatory

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ANNEXURE – 1

Detailed Salary breakup is as below –

Pay Component	Monthly Amount	Annual Amount
Total CTC	0	0

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* Take Home Salary : Fixed -Deductions

* Out of INR 3,00,000.00 PA CTC, INR 0.00 /- is Performance Linked Incentives (PLI) (variable) subject to the performance against set KRAs for previous year which will be paid at the time of Diwali along with bonus.

Apart from this, you will also be covered under Group Personal Accident as well as Group Mediclaim Insurance provided by the Company as per the company policy.

For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

A-1 FENCE
Fence & Fence-ability

Offer Letter

Ref: **097/HR/OL/2021** 24-Jul-2021

Dear MR.GOPAL REDDY,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of **GET** in Band **1A** . You would currently be reporting to the **General Manager-Production** at A-1 Fence.
The date of your joining would be **02-Aug-2021** . You will be posted at **Sanjan.**
Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

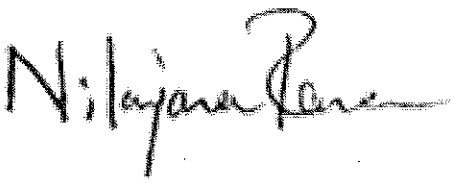
Your employment will be governed by the rules, regulations and policies of the Company.

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

We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.



Authorised Signatory

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

MR. GOPAL REDDY,
(Candidate's name in capital letters)
Date:

(Signature of the Candidate)
Location : Sanjan

A-1 FENCE
Fence & Fence-ability

Annexure to your Offer of Employment [097/HR/OL/2021] as GET in Band 1A@

Welcome to A-1 Fence!

Presented here are the details that refer to our offer of employment to you in the role of **GET in Band 1A.**

1. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a minimum period of six months. If your services are not found satisfactory during this period, the probation period may be extended further. The management can terminate the services during the probation period or after getting confirmed by giving you 1 month notice or salary in lieu thereof.

2. Leave Eligibility:

You will be eligible for leaves as per Company policy.

3. Compensation and benefits:

Your remuneration will be **INR 3,00,000.00 Per Annum** including Performance Linked Incentives subject to performance against set KRAs. The detailed break-up of the salary is given in **Annexure-1**. Please note that statutory deductions like ***Professional Tax, PF and Income Tax*** would be applicable (if any). The appraisal cycle of the company is 1st April to 31st March.

4. 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. During probation or on confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the one month notice period. Similarly, the Company can terminate your services by giving you one month notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

5. Transfer:

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

6. 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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

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7. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A-1 Fence. 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.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding the Company's activities to any person or persons. In this regard, you need to sign a **Non-Compete Agreement** with the organization.

Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer anytime before your joining ; without any compensation payable to you.

Please submit 2 passport size photographs, Passport, photo copies of PAN Card, Ration Card, Voter ID, Driving License and your Educational as well as previous Employment Certificates along with the salary slips for last 3 months within 7 days of accepting this offer letter.

In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete Agreement".

Note: The offer is subject to all clearance by third party background check.

Welcome to the A-1 Fence family.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

A-1 FENCE
Fence & Fence-ability

ANNEXURE – 1

Detailed Salary breakup is as below –

Pay Component	Monthly Amount	Annual Amount
Total CTC	0	0

A-1 FENCE
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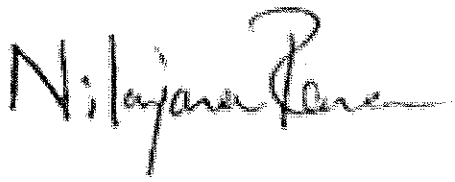
* Take Home Salary : Fixed -Deductions

* Out of INR 3,00,000.00 PA CTC, INR 0.00 /- is Performance Linked Incentives (PLI) (variable) subject to the performance against set KRAs for previous year which will be paid at the time of Diwali along with bonus.

Apart from this, you will also be covered under Group Personal Accident as well as Group Mediclaim Insurance provided by the Company as per the company policy.

For A-1 Fence Products Company Pvt. Ltd.



Authorised Signatory

A-1 FENCE
Fence & Fence-ability

Offer Letter

Ref: 098/HR/OL/2021 **24-Jul-2021**

Dear MR.JEETEN PIRI,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of **GET** in Band **1A** . You would currently be reporting to the **General Manager-Production** at A-1 Fence.

The date of your joining would be **02-Aug-2021** . You will be posted at **Sanjan.**

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

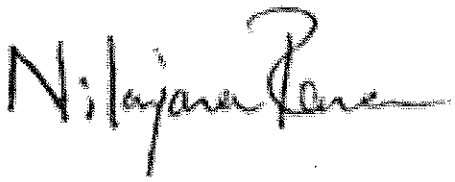
Your employment will be governed by the rules, regulations and policies of the Company.

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

We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us. Yours sincerely,

For A-1 Fence Products Company Pvt. Ltd.



Authorised Signatory

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

MR. JEETEN PIRI,
(Candidate's name in capital letters)
Date:

(Signature of the Candidate)
Location : Sanjan

Annexure to your Offer of Employment [098/HR/OL/2021] as GET in Band 1A@

Welcome to A-1 Fence!

Presented here are the details that refer to our offer of employment to you in the role of **GET in Band 1A.**

1. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a minimum period of six months. If your services are not found satisfactory during this period, the probation period may be extended further. The management can terminate the services during the probation period or after getting confirmed by giving you 1 month notice or salary in lieu thereof.

2. Leave Eligibility:

You will be eligible for leaves as per Company policy.

3. Compensation and benefits:

Your remuneration will be **INR 3,00,000.00 Per Annum** including Performance Linked Incentives subject to performance against set KRAs. The detailed break-up of the salary is given in **Annexure-1**. Please note that statutory deductions like ***Professional Tax, PF and Income Tax*** would be applicable (if any). The appraisal cycle of the company is 1st April to 31st March.

4. 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. During probation or on confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the one month notice period. Similarly, the Company can terminate your services by giving you one month notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

5. Transfer:

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

6. 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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

A-1 FENCE
Fence & Fence-ability

7. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A-1 Fence. 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.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding the Company's activities to any person or persons. In this regard, you need to sign a **Non-Compete Agreement** with the organization.

Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer anytime before your joining ; without any compensation payable to you.

Please submit 2 passport size photographs, Passport, photo copies of PAN Card, Ration Card, Voter ID, Driving License and your Educational as well as previous Employment Certificates along with the salary slips for last 3 months within 7 days of accepting this offer letter.

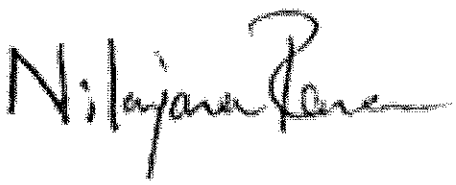
In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete Agreement".

Note: The offer is subject to all clearance by third party background check.

Welcome to the A-1 Fence family.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.



Authorised Signatory

A-1 FENCE
Fence & Fence-ability

ANNEXURE – 1

Detailed Salary breakup is as below –

Pay Component	Monthly Amount	Annual Amount
Total CTC	0	0

A-1 FENCE
Fence & Fence-ability

* Take Home Salary : Fixed -Deductions

* Out of INR 3,00,000.00 PA CTC, INR 0.00 /- is Performance Linked Incentives (PLI) (variable) subject to the performance against set KRAs for previous year which will be paid at the time of Diwali along with bonus.

Apart from this, you will also be covered under Group Personal Accident as well as Group Mediclaim Insurance provided by the Company as per the company policy.

For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

A-1 FENCE
Fence & Fence-ability

Offer Letter

Ref: 099/HR/OL/2021 24-Jul-2021

Dear MR.SABYASACHI CHOUDHURY,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of **GET** in Band **1A** . You would currently be reporting to the **General Manager-Production** at A-1 Fence.

The date of your joining would be **02-Aug-2021** . You will be posted at **Sanjan.**

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

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

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

We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us. Yours sincerely,

For A-1 Fence Products Company Pvt. Ltd.

Nilanjan Rane

Authorised Signatory

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

MR. SABYASACHI CHOUDHURY,
(Candidate's name in capital letters)
Date:

(Signature of the Candidate)
Location : Sanjan

A-1 FENCE
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Annexure to your Offer of Employment [099/HR/OL/2021] as GET in Band 1A@

Welcome to A-1 Fence!

Presented here are the details that refer to our offer of employment to you in the role of **GET in Band 1A.**

1. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a minimum period of six months. If your services are not found satisfactory during this period, the probation period may be extended further. The management can terminate the services during the probation period or after getting confirmed by giving you 1 month notice or salary in lieu thereof.

2. Leave Eligibility:

You will be eligible for leaves as per Company policy.

3. Compensation and benefits:

Your remuneration will be **INR 3,00,000.00 Per Annum** including Performance Linked Incentives subject to performance against set KRAs. The detailed break-up of the salary is given in **Annexure-1**. Please note that statutory deductions like ***Professional Tax, PF and Income Tax*** would be applicable (if any). The appraisal cycle of the company is 1st April to 31st March.

4. 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. During probation or on confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the one month notice period. Similarly, the Company can terminate your services by giving you one month notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

5. Transfer:

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

6. 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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

A-1 FENCE
Fence & Fence-ability

7. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A-1 Fence. 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.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding the Company's activities to any person or persons. In this regard, you need to sign a **Non-Compete Agreement** with the organization.

Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer anytime before your joining ; without any compensation payable to you.

Please submit 2 passport size photographs, Passport, photo copies of PAN Card, Ration Card, Voter ID, Driving License and your Educational as well as previous Employment Certificates along with the salary slips for last 3 months within 7 days of accepting this offer letter.

In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete Agreement".

Note: The offer is subject to all clearance by third party background check.

Welcome to the A-1 Fence family.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

A-1 FENCE
Fence & Fence-ability

ANNEXURE – 1

Detailed Salary breakup is as below –

Pay Component	Monthly Amount	Annual Amount
Total CTC	0	0

A-1 FENCE
Fence & Fence-ability

* Take Home Salary : Fixed -Deductions

* Out of INR 3,00,000.00 PA CTC, INR 0.00 /- is Performance Linked Incentives (PLI) (variable) subject to the performance against set KRAs for previous year which will be paid at the time of Diwali along with bonus.

Apart from this, you will also be covered under Group Personal Accident as well as Group Mediclaim Insurance provided by the Company as per the company policy.

For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

A-1 FENCE
Fence & Fence-ability

Offer Letter

Ref: 088/HR/OL/2021 **24-Jul-2021**

Dear MR.SAI OMPRAKASH SAHU,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of **GET** in Band **1A** . You would currently be reporting to the **General Manager-Production** at A-1 Fence.

The date of your joining would be **02-Aug-2021** . You will be posted at **Sanjan.**

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

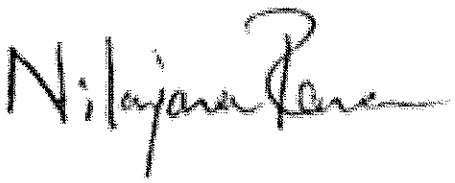
Your employment will be governed by the rules, regulations and policies of the Company.

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

We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us. Yours sincerely,

For A-1 Fence Products Company Pvt. Ltd.



Authorised Signatory

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

MR. SAI OMPRAKASH SAHU,
(Candidate's name in capital letters)
Date:

(Signature of the Candidate)
Location : Sanjan

Annexure to your Offer of Employment [088/HR/OL/2021] as GET in Band 1A@

Welcome to A-1 Fence!

Presented here are the details that refer to our offer of employment to you in the role of **GET in Band 1A.**

1. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a minimum period of six months. If your services are not found satisfactory during this period, the probation period may be extended further. The management can terminate the services during the probation period or after getting confirmed by giving you 1 month notice or salary in lieu thereof.

2. Leave Eligibility:

You will be eligible for leaves as per Company policy.

3. Compensation and benefits:

Your remuneration will be **INR 3,00,000.00 Per Annum** including Performance Linked Incentives subject to performance against set KRAs. The detailed break-up of the salary is given in **Annexure-1**. Please note that statutory deductions like ***Professional Tax, PF and Income Tax*** would be applicable (if any). The appraisal cycle of the company is 1st April to 31st March.

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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. During probation or on confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the one month notice period. Similarly, the Company can terminate your services by giving you one month notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

5. Transfer:

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

6. 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. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

A-1 FENCE
Fence & Fence-ability

7. Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A-1 Fence. 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.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding the Company's activities to any person or persons. In this regard, you need to sign a **Non-Compete Agreement** with the organization.

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Please submit 2 passport size photographs, Passport, photo copies of PAN Card, Ration Card, Voter ID, Driving License and your Educational as well as previous Employment Certificates along with the salary slips for last 3 months within 7 days of accepting this offer letter.

In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete Agreement".

Note: The offer is subject to all clearance by third party background check.

Welcome to the A-1 Fence family.

Yours sincerely,
For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

A-1 FENCE
Fence & Fence-ability

ANNEXURE – 1

Detailed Salary breakup is as below –

Pay Component	Monthly Amount	Annual Amount
Total CTC	0	0

A-1 FENCE
Fence & Fence-ability

* Take Home Salary : Fixed -Deductions

* Out of INR 3,00,000.00 PA CTC, INR 0.00 /- is Performance Linked Incentives (PLI) (variable) subject to the performance against set KRAs for previous year which will be paid at the time of Diwali along with bonus.

Apart from this, you will also be covered under Group Personal Accident as well as Group Mediclaim Insurance provided by the Company as per the company policy.

For A-1 Fence Products Company Pvt. Ltd.

Authorised Signatory

IndianOil Adani Ventures

Offer Letter : Graduate Engineer Trainee

Dear Ajit Kumar Murmu,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 11th August, 2021(Monday).

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000**/-
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

Terms & Conditions

1. Your compensation will be limited to the entitlements mentioned above.
2. Your training period may be extended for an additional period at the management's discretion.
3. Any transfers or relocations will be handled solely by the organisation.
4. During your training period, the management reserves the right to discontinue your services without notice.
5. Your confirmation will be based exclusively on your performance and successful completion of the training period.
6. There should not be any active back logs at the time of your joining and if there is any, then this offer is deemed to be cancelled.

IndianOil Adani Ventures

An Appointment Letter detailing the terms and conditions of your employment shall be issued upon your acceptance of the offer and you being declared medically fit for employment by our medical partner.

We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume asan acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date: 22.03.2021

Name: Ajit Kumar Murmu

IndianOil Adani Ventures

Offer Letter : Graduate Engineer Trainee

Dear Debanjan Rout,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 11th August, 2021(Monday).

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000/-**
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

Terms & Conditions

1. Your compensation will be limited to the entitlements mentioned above.
2. Your training period may be extended for an additional period at the management's discretion.
3. Any transfers or relocations will be handled solely by the organisation.
4. During your training period, the management reserves the right to discontinue your services without notice.
5. Your confirmation will be based exclusively on your performance and successful completion of the training period.
6. There should not be any active back logs at the time of your joining and if there is any, then this offer is deemed to be cancelled.

IndianOil Adani Ventures

An Appointment Letter detailing the terms and conditions of your employment shall be issued upon your acceptance of the offer and you being declared medically fit for employment by our medical partner.

We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume asan acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date: 22.03.2021

Name: Debanjan Rout

IndianOil Adani Ventures

Offer Letter : Graduate Engineer Trainee

Dear Debashish Nayak,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 11th August, 2021(Monday).

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000/-** per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000/-**
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

Terms & Conditions

1. Your compensation will be limited to the entitlements mentioned above.
2. Your training period may be extended for an additional period at the management's discretion.
3. Any transfers or relocations will be handled solely by the organisation.
4. During your training period, the management reserves the right to discontinue your services without notice.
5. Your confirmation will be based exclusively on your performance and successful completion of the training period.
6. There should not be any active back logs at the time of your joining and if there is any, then this offer is deemed to be cancelled.

IndianOil Adani Ventures

An Appointment Letter detailing the terms and conditions of your employment shall be issued upon your acceptance of the offer and you being declared medically fit for employment by our medical partner.

We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume asan acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date: 22.03.2021

Name: Debashish Nayak

IndianOil Adani Ventures

Offer Letter : Graduate Engineer Trainee

Dear Debasis Mishra,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 11th August, 2021(Monday).

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months .
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000**/- per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000**/-
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

Terms & Conditions

1. Your compensation will be limited to the entitlements mentioned above.
2. Your training period may be extended for an additional period at the management's discretion.
3. Any transfers or relocations will be handled solely by the organisation.
4. During your training period, the management reserves the right to discontinue your services without notice.
5. Your confirmation will be based exclusively on your performance and successful completion of the training period.
6. There should not be any active back logs at the time of your joining and if there is any, then this offer is deemed to be cancelled.

IndianOil Adani Ventures

An Appointment Letter detailing the terms and conditions of your employment shall be issued upon your acceptance of the offer and you being declared medically fit for employment by our medical partner.

We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume asan acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date: 22.03.2021

Name: Debasis Mishra

Cognizant

23-Mar-2021

Dear Sidharth Sekhar Sahoo,
B.Tech, Mechanical Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 15521930

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Sidharth Sekhar Sahoo **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Sidharth Sekhar Sahoo, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Sidharth Sekhar Sahoo

Sign: _____
Name:

MUVI

hr@muvi.com
www.muvi.com

May 21,2021

Dear Shubham Raj,

Congratulations! We are pleased to offer you the position of "**Junior Software Engineer**" with Muvi Entertainment Pvt. Ltd. ("Muvi") with an annual CTC of **₹2.40 Lakhs per annum.** Compensation and benefits are detailed in Appendix B below. You will receive Annual Profit Sharing Bonus (See Appendix B) and be eligible for ESOP (Employee Stock Options) after being with the company for 1 year. Your date of joining will be **1st June 2021**, you will be working out of our **Bhubaneswar** office.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 1 week of receiving this letter and providing a signed copy of this document failing to which this offer stands withdrawn.

On the day of your joining, please bring the following documents:

1. Duly signed copy of this Offer letter
2. Passport size photographs (soft copy also accepted)
3. Pan Card
4. Aadhar Card / Passport copy

This offer is subjected to the Terms and Conditions of Employment as detailed in Appendix A. By accepting this offer you confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Muvi is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

We take immense pleasure in welcoming you to our organization and hope for fruitful and long-term association with us.

Sincerely,

Prashasti Pritiprada
Director of HR, Muvi

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

Shubham Raj_____ Date_____

APPENDIX A: EMPLOYMENT TERMS AND CONDITIONS

1. **Profile Verification**
   Your employment is contingent upon satisfactory reference and background checks. If any of the details provided by you, are found to be incorrect or falsified at any point of time during your employment, the Company may terminate your services without any notice or compensation.

2. **Employee Duties and Responsibilities**
   You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
   You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.
   It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

3. **Hours of Work**
   You are expected to work a minimum of 40 hours per week.

4. **Vacations, Sick Leave and Holidays**
   After completion of your probation period, you are allowed 20 days of leave+sick days(sick and vacation days), along with 10 holidays,1 week of paid Paternal Leave and 4 weeks of paid Maternal Leave.

5. **Expenses and Reimbursement**
   You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

6. **Intellectual Property Rights**
   The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any

associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

7. **Non-Competition and Non-Solicitation**

During the time of his employment by the Company, and for a period of One (1) year thereafter, you shall not, directly or indirectly, acting alone or in conjunction with others:

a) request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company;
b) solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company;
c) Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including yourself), firm or corporation

8. **Non-Disclosure of Confidential Information**

"Confidential Information" is defined for the purpose of this agreement as information (1) disclosed to you or known or gathered by you as a consequence of or through your employment by the Company and (2) not generally known to the industry in which the Company is or may become engaged about the Company's products, administrative services or methods of doing business, including, but not limited to, information relating to trade secrets, software programs, marketing techniques, methods of operation, customer lists, customer history, personnel history, accounting procedures and selling techniques.

You will not during your employment or after termination thereof, irrespective of the time, manner or cause of the termination of said employment, directly or indirectly disclose to any person, firm or corporation any of the above Confidential Information that you shall have acquired during your term of employment.

9. **Probation Period**

You will be on Probation for initial 3 months of your employment with us. There are no leaves during the probation period. However, you may be granted sick leave on your manager's approval. Your employment will be confirmed after the 3 months' probation period is over. During the probation period, company may terminate your employment without any notice, subjected to performance or other valid grounds after giving you a reasonable opportunity to improve performance/meet expectation.

10. **Termination**

In case of resignation, you are required serve a minimum notice period of 2 months and complete all the knowledge transfer and handover formalities within that period.

Company has the right to terminate your employment without any prior notice in the following cases:

1. Breach of any of our employment terms.
2. Discrimination or Harassment, if found guilty. (The company views harassment, discrimination of any form and retaliation to be among the most serious breaches of workplace ethics.)
3. Fraud
4. Office property misuse or destruction
5. Absence from work without approval or information for consecutively 3 days.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

a) 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).
b) any physical company documents that you may have in your possession
c) any other company assets within your control like apartments, leases etc.

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.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Any or all the terms and conditions of the service may be modified or changed at the Company's discretion.

11. Penalty for not joining after accepting our offer

Upon signed acceptance of this offer, should you fail to commence the duties within a week after the joining date mentioned in this offer letter, you shall pay to the company an amount equal to 2 months of gross salary as mentioned in this offer letter. This is to compensate for the loss that the company has to suffer in waiting for you to join, declining other deserving candidates as you accepted, therefore having to restart our hiring process which would again take a lot of time and cost.

APPENDIX B: SALARY BREAKUP

Name: Shubham Raj	
Designation: Junior Software Engineer	
Earnings	**Amount**
Basic	6,750
House Rent Allowance	2,700
Conveyance Allowance	1,600
Internet Allowance	350
Personal Allowance	1,350
Adhoc Allowance	1,000
Medical Allowance	1,250
Monthly Gross(G)	**15,000**
Deductions	
Employee Contribution EPF	810
Professional Tax (PT)	125
*Employee's State Insurance (ESI)	113
**Income Tax	variable
Take Home Net Salary(G - Deductions)	**13,952**
Annual Components	
Monthly Gross x 12	180,000
Company's Contribution EPF	9,720
ESI Employer Contribution	5,876
***Annual Profit Sharing Bonus (APSB)CPI% (as declared by CFO varying from 1 - 3%) of Monthly Gross x 12	5,400
****Leave Reimbursement **(20 Leaves Annually can be reimbursed)**	4,438
*****Health Insurance Premium	35,000
Gratuity	3,896
Cost to Company (CTC)	**240,434**

Description of Salary Components:

The Annual CTC (Cost to Company) represents all components including Basic, Allowances, Reimbursements, Incentives, and Benefits. Computation of the components listed below has been made based on specific assumptions and current estimates as detailed below:

***Employee's State Insurance (ESI):**

This scheme for employees earning Rs 21,000 or less per month to provide cash and medical benefits to them and their families. The employees registered under the scheme are entitled to medical treatment for themselves and their dependents etc. Here the employer and employee contribute 3.25% and 0.75% respectively to make it a total of 4.0%.

****Income Tax:**

Income tax deductions will be applicable as per the government declared tax slabs.

*****Annual Profit Sharing Bonus (APSB):**

1-3% of the company's annual profit is distributed among employees based on employee's performance. The actual APSB amount may vary based on the company's profit and employee performance. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Muvi for a calendar year and will be paid to you only if you are active on Muvi's payroll on the day the incentive is paid.

******Leave Reimbursement:**

The total amount of untaken leaves can be reimbursed for an annual year. The calculation will be based on the basic salary.

*******Health Insurance Premium :**

Mediclaim Coverage for hospitalization will be available for you and your family (Parents, spouse and dependent children) up to **Rs 4,00,000/- P.A**. There will be an **80-20%** contribution, which means the company will pay 80% of the health insurance premium whereas employees will pay 20%.

Employer Provident Fund (EPF) Contribution:

The company will contribute 12% of Basic or max of **Rs 1800** towards the provident fund account of its employee.

Gratuity

The company will contribute a Gratuity amount to all the eligible employees. The amount will be calculated as Last drawn Monthly Basic Salary × 15/26 × No. of Years of Service. An employee upon completion of 5 continuous years of service at MUVI will be eligible to get the gratuity during the exit.

NDA & SERVICE AGREEMENT

I,_____, S/D/O:_____, currently residing at _____with permanent address at _____, hereby agree to work with Muvi Entertainment Private Limited (referred to as the Company in this document) for a minimum of 15 months(includes 3 months' probation) and pledge to abide by the terms and conditions of the Offer Letter issued to me dated_____.

I understand that the Company will be spending a lot of time and money in continuously training me to improve my skills and expertise in handling my job efficiently in the initial 15 months of my employment with them. And, for any reasons whatsoever, if I am discontinuing my services with the Company within a period of one year from the date of my joining; will cause enormous loss to the Company (all the investment and expenditure for recruiting and training, including the salaries or other allowances paid to me).

I also agree that I shall not, directly or indirectly, acting alone or in conjunction with others:

- Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company.
- Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter any employment or other business relationship with any other person (including self), firm or corporation.

I, therefore, guarantee my commitment of service with Muvi Entertainment Private Limited for a period of 15 months from the date of my appointment and agree to all above mentioned points on Non-disclosure.

I acknowledge that in the event of any breach of this service agreement and non-disclosure of confidential information as above from my side, there will be irreparable loss to the company and the loss incurred to the Company will be recovered from me i.e. Rs.1,00,000/-. Also, I authorize the Company to deduct/withhold any amount that is payable to me on respective breach of the said undertaking.

Any disputes arising under or in respect of this guarantee, will be settled in arbitration by the sole arbitrator appointed by Muvi Entertainment Private Limited whose decision shall be final and binding on me.

Muvi Entertainment Pvt Ltd

Employer Signature:

Place: Bhubaneswar

Date:21 May 2021

Name of the employee:

Employee Signature:

Place:

Date:

IndianOil Adani Ventures

Offer Letter : Graduate Engineer Trainee

Dear Soumya Ranjan Samal,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee.** Your tentative date of appointment will be 11th August, 2021(Monday).

Your employment with the Company is based on the following terms and conditions:

Training Period:	12 Months
Compensation:	Stipend of ₹ 400000/- per annum

Other Entitlements

1. Mediclaim coverage towards yourself, up to an amount of ₹ **3,00,000/-** per annum.
2. Accident insurance coverage towards yourself, up to an amount of ₹ **15,00,000/-**
3. 12 Days Privilege Leave & 10 Days Sick Leave per annum.
4. Travel arrangements for the entire training period (as per policy)

Terms & Conditions

1. Your compensation will be limited to the entitlements mentioned above.
2. Your training period may be extended for an additional period at the management's discretion.
3. Any transfers or relocations will be handled solely by the organisation.
4. During your training period, the management reserves the right to discontinue your services without notice.
5. Your confirmation will be based exclusively on your performance and successful completion of the training period.
6. There should not be any active back logs at the time of your joining and if there is any, then this offer is deemed to be cancelled.

IndianOil Adani Ventures

An Appointment Letter detailing the terms and conditions of your employment shall be issued upon your acceptance of the offer and you being declared medically fit for employment by our medical partner.

We look forward to welcoming you for a long, successful and pleasant association.

Kindly sign this document and send it to iot.career@iotl.com along with your resume asan acknowledgement and acceptance of our offer letter.

With Best Regards,
Team HR

Acknowledgement

I accept the offer on the terms and conditions mentioned above in the offer letter.

Signature:_____ Date: 22.03.2021

Name: Soumya Ranjan Samal

Kalingasoft

Offer Letter-Final Placement

Date: October 08, 2021

Dear Aamir Hassan,

We are pleased to make an offer to you with Kalingasoft as follows:

Position-Executive– Trainee Software

CTC- 1,80,000/-LPA

Location–Bhubaneswar

An amount of 8000/- per month will be paid to you during Internship which is for a period of six months. An offer letter will be issued to you post successful completion of your Internship.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely,

Madhup Agrawal

National Head, HR

Kalingasoft

Documents required for issuing the offer letter

We request you to send the below listed documents at rahul.raj@kalingasoft.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1) PAN Card*(Please apply if you do not possess one and share acknowledgement with us)*
2) Aadhar Card*(Please apply if you do not possess one and share acknowledgement with us)*
3) Valid Driving License and 2-Wheeler RC
4) 10th Marksheet
5) 12th Marksheet
6) All semester wise mark sheet for Graduation (in case of any backlog, please share all mark sheets)
7) All semester wise mark sheet for Post-Graduation
8) No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Miss. Neha Bhargava @9871599987.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Kalingasoft

Offer Letter-Final Placement

Date: October 08, 2021

Dear Mrutyunjaya Panigrahi,

We are pleased to make an offer to you with Kalingasoft as follows:

Position-Executive– Trainee Software

CTC- 1,80,000/-LPA

Location–Bhubaneswar

An amount of 8000/- per month will be paid to you during Internship which is for a period of six months. An offer letter will be issued to you post successful completion of your Internship.

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Yours Sincerely,

Madhup Agrawal

National Head, HR

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Should you have any queries, please feel free to contact Miss. Neha Bhargava @9871599987.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Kalingasoft

Offer Letter-Final Placement

Date: October 08, 2021

Dear Saikat Bhakat,

We are pleased to make an offer to you with Kalingasoft as follows:

Position-Executive– Trainee Software

CTC- 1,80,000/-LPA

Location–Bhubaneswar

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Yours Sincerely,

Madhup Agrawal

National Head, HR

Kalingasoft

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Should you have any queries, please feel free to contact Miss. Neha Bhargava @9871599987.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Kalingasoft

Offer Letter-Final Placement

Date: October 08, 2021

Dear Saraswati Kar,

We are pleased to make an offer to you with Kalingasoft as follows:

Position-Executive– Trainee Software

CTC- 1,80,000/-LPA

Location–Bhubaneswar

An amount of 8000/- per month will be paid to you during Internship which is for a period of six months. An offer letter will be issued to you post successful completion of your Internship.

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Yours Sincerely,

Madhup Agrawal

National Head, HR

Kalingasoft

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8) No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Miss. Neha Bhargava @9871599987.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Kalingasoft

Offer Letter-Final Placement

Date: October 08, 2021

Dear Soumyajit Behera,

We are pleased to make an offer to you with Kalingasoft as follows:

Position-Executive– Trainee Software

CTC- 1,80,000/-LPA

Location–Bhubaneswar

An amount of 8000/- per month will be paid to you during Internship which is for a period of six months. An offer letter will be issued to you post successful completion of your Internship.

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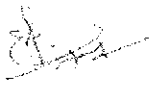
Yours Sincerely,

Madhup Agrawal



National Head, HR

Kalingasoft

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7) All semester wise mark sheet for Post-Graduation
8) No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Miss. Neha Bhargava @9871599987.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

Kalingasoft

Offer Letter-Final Placement

Date: October 08, 2021

Dear Saumyaranjan Tripathy,

We are pleased to make an offer to you with Kalingasoft as follows:

Position-Executive– Trainee Software

CTC- 1,80,000/-LPA

Location–Bhubaneswar

An amount of 8000/- per month will be paid to you during Internship which is for a period of six months. An offer letter will be issued to you post successful completion of your Internship.

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Yours Sincerely,

Madhup Agrawal

National Head, HR

Kalingasoft

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7) All semester wise mark sheet for Post-Graduation
8) No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Miss. Neha Bhargava @9871599987.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

Date : 10-Jul-2021

Name - Mr.Debiprasad Panda
Add: Orissa
Phone number - 8249869115 / Email ID - pandadebi22@gmail.com

Subject: Offer for the position of Engineer Trainee(ET).

Dear Mr. Debiprasad,

It is our pleasure to extend to you the offer to take up employment with Ralson Tyres Limited as per the following terms and conditions:

I Expected Date of Joining: 19-Jul-2021 or any other date as mutually agreed in writing within a week of the date of this offer.

II Designation, Roles and Responsibilities

(A) As **"Engineer Trainee(ET)"**, you will be primarily responsible for:

a) Should have Strong fundamentals and willingness to learn and grow in a fast-paced & ever-changing work environment.
b) Should be able to understand the manufacturing process and the jobs which are assigned by the supervisor, and each job has to be done with utmost dedication with a high degree of Safety and Quality measures while having true and transparent communication with thesupervisor.
c) For each job assigned the mind set should be of regular improvement, generating new original ideas to improve the productivity of the outcome and also having practical involvement to each activity.
d) Should be able to collect data as per guidance received from the Supervisor, analyse the data collected, make summary reports & presentations for the management which are having clear picture of issues, requirements and improvement Ideas.
e) Should be highly Agile in terms of Time & Workload management for any Job requirement within the section or to support other sections as per the instructions received by the supervisor
f) Any other responsibilities as may be assigned to you from time to time that may be required for the successful commissioning and smooth operations of the Company.

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001
+91-11-45592500 UPTO 530
info.rtl@ralson.com
Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

(B) The position will be based at Pithampur near Indore.

(C) Your services may be transferred to any part of the country or abroad, either within the company or to any of its affiliates, sister concerns or subsidiaries during the course of your employment.

III Compensation (Cost to Company - CTC)

(i) Your compensation will consist of the following components:

Component	Monthly (INR)	Annual (INR)
Core Components		
Basic Salary	10,833	1,30,000
House Rent Allowance (HRA)	4,333	52,000
Medical and Conveyance Allowance	4,167	50,000
Special Allowance	1,575	18,900
	20,908	2,50,900
Reimbursements		
Mobile & Internet Reimbursement	1,000	12,000
Retirals & Benefits		
Provident Fund* (Employer Contribution)	1,300	15,600
Gratuity (as per Act)	521	6,250
LTA (Leave Travel Allowance)	2,000	24,000
	3,821	45,850
Performance Based Pay (PBP)		
Potential Variable Pay* (Annual)	1,354	16,250
Total Cost to Company	27,083	3,25,000

*Reimbursements - subject to valid proofs/applicable laws

*PBP - As per Company Policy

*Medical Insurance as per Company Policy

(ii) **Taxation and deductions:**

All of the amounts indicated are gross amounts and will be subject to deduction of tax at source as per the prevailing laws of India.

(iii) **Changes and Revisions to Compensation**:
Any changes/revisions to your compensation package as decided by the Management, or any rules framed in this regard by the company, will be applicable and will be considered to be part of the terms and conditions of your service agreement.

IV Other Terms and Conditions

(A) You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

(B) Accordingly, you undertake that:
(i) You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company,

(ii) You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company

(iii) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

(C) Notice of termination of employment will be 1 month notice in writing or 1 month's basic salary in lieu of notice from either party subject to the approval of the Management during the Traineeship period of 1 year. After the successful completion of your traineeship period the notice period shall be changed to 3 months in writing or 3 month's basic salary in lieu of notice from either party subject to the approval of the Management.

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91 11-46592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 62 to 66, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

(D) The Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

(i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;

(ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

(iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

Assuming that you find the aforesaid terms and conditions of your employment to your satisfaction, I request you to accept the offer by signing a copy of this letter and returning the signed copy to us. A detailed agreement of employment will be separately issued to you upon your joining the company.

Yours sincerely,

Signatures:

(Authorized Signatory: Ravikanth Uppaluru : **Plant Head**

Date: 10-Jul-2021 Place: Indore

In acceptance of the proposed offer, as above –

Name- Mr.Debiprasad

Date: Place:

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

Date : 10-Jul-2021

Name - Mr.G. Santosh
Add: Orissa
Phone number - 7896807500 / Email ID - santoshbabu1100@gmail.com

Subject: Offer for the position of Engineer Trainee(ET).

Dear Mr. Santosh,

It is our pleasure to extend to you the offer to take up employment with Ralson Tyres Limited as per the following terms and conditions:

I Expected Date of Joining: 19-Jul-2021 or any other date as mutually agreed in writing within a week of the date of this offer.

II Designation, Roles and Responsibilities

(A) As **"Engineer Trainee(ET)"**, you will be primarily responsible for:

a) Should have Strong fundamentals and willingness to learn and grow in a fast-paced & ever-changing work environment.
b) Should be able to understand the manufacturing process and the jobs which are assigned by the supervisor, and each job has to be done with utmost dedication with a high degree of Safety and Quality measures while having true and transparent communication with thesupervisor.
c) For each job assigned the mind set should be of regular improvement, generating new original ideas to improve the productivity of the outcome and also having practical involvement to each activity.
d) Should be able to collect data as per guidance received from the Supervisor, analyse the data collected, make summary reports & presentations for the management which are having clear picture of issues, requirements and improvement Ideas.
e) Should be highly Agile in terms of Time & Workload management for any Job requirement within the section or to support other sections as per the instructions received by the supervisor
f) Any other responsibilities as may be assigned to you from time to time that may be required for the successful commissioning and smooth operations of the Company.

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

(B) The position will be based at Pithampur near Indore.

(C) Your services may be transferred to any part of the country or abroad, either within the company or to any of its affiliates, sister concerns or subsidiaries during the course of your employment.

III Compensation (Cost to Company - CTC)

(i) Your compensation will consist of the following components:

Component	Monthly (INR)	Annual (INR)
Core Components		
Basic Salary	10,833	1,30,000
House Rent Allowance (HRA)	4,333	52,000
Medical and Conveyance Allowance	4,167	50,000
Special Allowance	1,575	18,900
	20,908	2,50,900
Reimbursements		
Mobile & Internet Reimbursement	1,000	12,000
Retirals & Benefits		
Provident Fund* (Employer Contribution)	1,300	15,600
Gratuity (as per Act)	521	6,250
LTA (Leave Travel Allowance)	2,000	24,000
	3,821	45,850
Performance Based Pay (PBP)		
Potential Variable Pay* (Annual)	1,354	16,250
Total Cost to Company	27,083	3,25,000

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

*Reimbursements - subject to valid proofs/applicable laws

*PBP - As per Company Policy

*Medical Insurance as per Company Policy

(ii) **Taxation and deductions:**

All of the amounts indicated are gross amounts and will be subject to deduction of tax at source as per the prevailing laws of India.

(iii) **Changes and Revisions to Compensation:**
Any changes/revisions to your compensation package as decided by the Management, or any rules framed in this regard by the company, will be applicable and will be considered to be part of the terms and conditions of your service agreement.

IV Other Terms and Conditions

(A) You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

(B) Accordingly, you undertake that:
(i) You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company,

(ii) You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company

(iii) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

(C) Notice of termination of employment will be 1 month notice in writing or 1 month's basic salary in lieu of notice from either party subject to the approval of the Management during the Traineeship period of 1 year. After the successful completion of your traineeship period the notice period shall be changed to 3 months in writing or 3 month's basic salary in lieu of notice from either party subject to the approval of the Management.

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

(D) The Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

(i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;

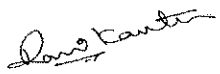
(ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

(iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

Assuming that you find the aforesaid terms and conditions of your employment to your satisfaction, I request you to accept the offer by signing a copy of this letter and returning the signed copy to us. A detailed agreement of employment will be separately issued to you upon your joining the company.

Yours sincerely,

Signatures:



(Authorized Signatory: Ravikanth Uppaluru : **Plant Head**

Date: 10-Jul-2021 Place: Indore

In acceptance of the proposed offer, as above –

Name- Mr.Santosh

Date: Place:

RALSON TYRES LIMITED

Corporate Office: 17th Floor,
Narain Manzil, 23, Barakhamba Road,
New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

Date : 10-Jul-2021

Name - Mr.Ranjeet Kumar
Add: Orissa
Phone number - 9861273076 / Email ID - rajkumarranjeet01@gmail.com

Subject: Offer for the position of Engineer Trainee(ET).

Dear Mr. Ranjeet,

It is our pleasure to extend to you the offer to take up employment with Ralson Tyres Limited as per the following terms and conditions:

I Expected Date of Joining: 19-Jul-2021 or any other date as mutually agreed in writing within a week of the date of this offer.

II Designation, Roles and Responsibilities

(A) As **"Engineer Trainee(ET)"**, you will be primarily responsible for:

a) Should have Strong fundamentals and willingness to learn and grow in a fast-paced & ever-changing work environment.
b) Should be able to understand the manufacturing process and the jobs which are assigned by the supervisor, and each job has to be done with utmost dedication with a high degree of Safety and Quality measures while having true and transparent communication with thesupervisor.
c) For each job assigned the mind set should be of regular improvement, generating new original ideas to improve the productivity of the outcome and also having practical involvement to each activity.
d) Should be able to collect data as per guidance received from the Supervisor, analyse the data collected, make summary reports & presentations for the management which are having clear picture of issues, requirements and improvement Ideas.
e) Should be highly Agile in terms of Time & Workload management for any Job requirement within the section or to support other sections as per the instructions received by the supervisor
f) Any other responsibilities as may be assigned to you from time to time that may be required for the successful commissioning and smooth operations of the Company.

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-40592500 UPTO 520

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

(B) The position will be based at Pithampur near Indore.

(C) Your services may be transferred to any part of the country or abroad, either within the company or to any of its affiliates, sister concerns or subsidiaries during the course of your employment.

III Compensation (Cost to Company - CTC)

(i) Your compensation will consist of the following components:

Component	Monthly (INR)	Annual (INR)
Core Components		
Basic Salary	10,833	1,30,000
House Rent Allowance (HRA)	4,333	52,000
Medical and Conveyance Allowance	4,167	50,000
Special Allowance	1,575	18,900
	20,908	2,50,900
Reimbursements		
Mobile & Internet Reimbursement	1,000	12,000
Retirals & Benefits		
Provident Fund* (Employer Contribution)	1,300	15,600
Gratuity (as per Act)	521	6,250
LTA (Leave Travel Allowance)	2,000	24,000
	3,821	45,850
Performance Based Pay (PBP)		
Potential Variable Pay* (Annual)	1,354	16,250
Total Cost to Company	27,083	3,25,000

Corporate Office: 17th Floor,
Narain Manzil, 23, Barakhamba Road,
New Delhi - 110001

+91-11-45592500 UPTO 530

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park,
Near NATRIP, Pithampur, Dist. Dhar-454774 (MP.)

*Reimbursements - subject to valid proofs/applicable laws

*PBP - As per Company Policy

*Medical Insurance as per Company Policy

(ii) **Taxation and deductions:**

All of the amounts indicated are gross amounts and will be subject to deduction of tax at source as per the prevailing laws of India.

(iii) **Changes and Revisions to Compensation**:
Any changes/revisions to your compensation package as decided by the Management, or any rules framed in this regard by the company, will be applicable and will be considered to be part of the terms and conditions of your service agreement.

IV Other Terms and Conditions

(A) You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

(B) Accordingly, you undertake that:
(i) You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company,

(ii) You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company

(iii) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

(C) Notice of termination of employment will be 1 month notice in writing or 1 month's basic salary in lieu of notice from either party subject to the approval of the Management during the Traineeship period of 1 year. After the successful completion of your traineeship period the notice period shall be changed to 3 months in writing or 3 month's basic salary in lieu of notice from either party subject to the approval of the Management.

RALSON TYRES LIMITED

Corporate Office: 17th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001

+91-11-45592600 UPTO 630

info.rtl@ralson.com

Works: Plot No. 52 to 60, Smart Industrial Park, Near NATRIP, Pithampur, Dist. Dhar-454774 (MP)

(D) The Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

(i) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;

(ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

(iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

Assuming that you find the aforesaid terms and conditions of your employment to your satisfaction, I request you to accept the offer by signing a copy of this letter and returning the signed copy to us. A detailed agreement of employment will be separately issued to you upon your joining the company.

Yours sincerely,

Signatures:

(Authorized Signatory: Ravikanth Uppaluru : **Plant Head**

Date: 10-Jul-2021 Place: Indore

In acceptance of the proposed offer, as above –

Name- Mr.Ranjeet

Date: Place:

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Lakshmi Basumatary,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Cognizant

28-Jan-2020

Dear Akshay Priyadarshi,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949642

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Akshay Priyadarshi **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

28-Jan-2020

Dear Anish Kumar Samal,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949643

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Anish Kumar Samal **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
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- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
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Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

28-Jan-2020

Dear Ashutosh Sahoo,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949644

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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Signature : **Date:**

Cognizant

Annexure A

Name: Ashutosh Sahoo **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
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3	Conveyance Allowance*	800	9,600
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Cognizant

28-Jan-2020

Dear Avijeet Tiwari,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949645

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Avijeet Tiwari **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
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Cognizant

28-Jan-2020

Dear Barunesh Panda,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949645

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

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Yours sincerely,
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Suresh Bethavandu
Global Head-Talent Acquisition
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Signature : **Date:**

Cognizant

Annexure A

Name: Barunesh Panda **Designation:** Programmer Analyst Trainee

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Cognizant

28-Jan-2020

Dear Biswaranjan Mishra,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949646

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Yours sincerely,
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Suresh Bethavandu
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Signature : **Date:**

Cognizant

Annexure A

Name: Biswaranjan Mishra **Designation:** Programmer Analyst Trainee

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Cognizant

28-Jan-2020

Dear Farhat Naaz,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949647

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Farhat Naaz **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
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** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

28-Jan-2020

Dear MD Ahmed Khan,
B.Tech/B.E., Computer Science and Engineering
Trident Academy of Technology

Candidate ID – 13949648

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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Signature : **Date:**

Cognizant

Annexure A

Name: MD Ahmed Khan **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
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3	Conveyance Allowance*	800	9,600
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Cognizant

28-Jan-2020

Dear Mohammad Nadeem Khan,
B.Tech/B.E., Computer Science Engineering
Trident Academy of Technology

Candidate ID – 13949649

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Mohammad Nadeem Khan **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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Cognizant

28-Jan-2020

Dear Sonali Shuvasmita Rout,
B.Tech/B.E., Computer Science Engineering
Trident Academy of Technology

Candidate ID – 13949650

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Sonali Shuvasmita Rout **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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As an associate you are also entitled to the following additional benefits:

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Cognizant

28-Jan-2020

Dear Neha Swapnil,
B.Tech/B.E., Computer Science Engineering
Trident Academy of Technology

Candidate ID – 13949651

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

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Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

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Signature : **Date:**

Cognizant

Annexure A

Name: Neha Swapnil **Designation:** Programmer Analyst Trainee

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1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
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3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Manas Sona
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Manas,

Subject : Offer letter of employment as **System Admin Executive.**

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive.** Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: https://careers.extramarks.com/index/filldetail/refId/Mjk4NzQ1MjQ=

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019**.

_____
Accepted

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Piyush Kumar
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Piyush,

Subject : Offer letter of employment as **System Admin Executive**.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive**. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

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- Last payslip received from the previous employer.
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We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019**.

_____
Accepted

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Prateek Parag Mohapatra
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Prateek,

Subject : Offer letter of employment as **System Admin Executive.**

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive**. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

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- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

Sahil

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019**.

_____
Accepted

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Rahul Kumar
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Rahul,

Subject : Offer letter of employment as **System Admin Executive.**

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive.** Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

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- Last payslip received from the previous employer.
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- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019**.

Accepted

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Sachidanand Chouhan
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Sachidanand,

Subject : Offer letter of employment as **System Admin Executive.**

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive.** Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

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- Passport size photographs.
- Last payslip received from the previous employer.
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- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

Sakshi

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019**.

_____
Accepted

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Sushree Sangita Dash
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Sushree,

Subject : Offer letter of employment as **System Admin Executive.**

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive.** Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019,** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: https://careers.extramarks.com/index/filldetail/refId/Mjk4NzQ1MjQ=

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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019.**

_____
Accepted

gslab

Date: September 23, 2019

To,

Alisha Priyadarshini

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Alisha Priyadarshini,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

2) Your appointment is of **temporary** nature and is valid for the period of **0 years 6 months** from the date of joining .

3) This appointment offer is made for work at Pune at any of our existing units or at Company's subsidiaries' locations, or at customers' location or at partners' location anywhere in the world as determined in consultation with the appointee from time to time.

4) Your joining date should be no later than **January 02, 2020**. This offer is valid only for 15 days from the date of joining mentioned herein. If for whatever reason, you cannot meet this date, please contact the undersigned immediately.

5) Your normal work hours will be 9:00am to 6:00pm Monday to Friday including an hour for lunch each day.

6) In case you are employed, you are expected to join Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, the Company will not be liable to any consequences arising out of your previous employment.

7) During the period of employment, the contract of service can be terminated by either party anytime without any notice period.

8) You shall be entitled to leave benefits as per the rules framed by the Management from time to time.

9) If you remain absent or overstay your sanctioned leave for a period exceeding 7 consecutive days without notice, you shall be deemed to have left our employment and your services shall stand automatically terminated without notice / salary in lieu of notice.

10) You shall perform and discharge all duties and functions assigned to you in a faithful, competent and professional manner. You shall devote your full time and skill in discharging your duties as the employee of the Company. You shall attend your duties regularly and punctually.

11) You shall not enter into any commitments or dealings on behalf of the Company for which you have no express authority.

12) During the period of your employment, if your work is not found satisfactory or your attendance is not regular, the Management reserves the right to terminate your services without assigning any reasons, and without notice / salary in lieu of notice. The Management reserves the right to conduct background check verification at any time through third party background check agency or a vendor. You hereby agree to furnish all necessary documents/information for such background check verification. This offer is given subject to satisfactory Background Check verification Report. The Company reserves the right to immediately withdraw this offer if the Background check Verification Report is not satisfactory, even after your joining the Company

13) You shall intimate to the Company any change in your residential address. Any communication made to you at your last known residential address shall be binding upon you.

14) The Management shall be at liberty to require you to subject yourself to a medical examination at any time at its cost by any Registered Medical Practitioner of its choice.

15) The date of birth submitted by you in the application shall be deemed as correct. The Management in the event of having any doubt, reserves its right to ascertain your age from any Registered Medical Practitioner of its choice. If during the period of your employment you are found to be suffering from any contagious or any incurable disease or suffering lunatic, or if the Medical Practitioner certifies that you are not fit to serve in the firm or perform the duties assigned to you efficiently, your services shall be terminated with immediate effect without notice / salary in lieu of notice.

16) You have been engaged on the presumption that the particulars furnished by you in your application are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some relevant facts, the Management may terminate your services without giving any notice / salary in lieu of notice.

17) Your place of posting will be Pune, but your services are liable to be transferred to any other section, department, post or place in India or to any associate concern either in existence or which comes into existence hereafter. Upon such transfer, the rules and regulations of service applicable to such establishment will become applicable to you.

18) You may be required to undertake travel for the Company's work, when necessary.

19) Should the need arise; the Company shall be entitled to ask you to undertake special training in the normal course of employment.

20) The Company shall be entitled to all the benefits and profits arising from your work in the course of employment.

21) You will be required to sign the Company's INVENTION AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT. A copy of the same is provided with this offer letter.

22) Non-infringement of IPR during the course of work:

a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

d) Though it is your primary responsibility to be aware of copyright matters concerning the work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

employment.

23) All information related to your compensation at Company is considered strictly confidential. You are expected to guard your own privacy and not discuss your compensation details with any colleague. All compensation-related discussions at Company are expected to happen directly and only with Company Executives. You are also expected to not discuss other colleagues' compensation with anyone. It is considered a gross violation of this code to refer to other colleagues' compensation while discussing your compensation with Company Executives. You are also expected to share your compensation information only with those individuals outside the Company whom you hold in strictest confidence and ask them to protect the information also.

24) If any letter of authority or Power of Attorney is given to you, you shall return the same to the Management, on termination of service.

Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

gslab

Date: September 23, 2019

To,

Amit Kumar

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Amit,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

2) Your appointment is of **temporary** nature and is valid for the period of **0 years 6 months** from the date of joining .

3) This appointment offer is made for work at Pune at any of our existing units or at Company's subsidiaries' locations, or at customers' location or at partners' location anywhere in the world as determined in consultation with the appointee from time to time.

4) Your joining date should be no later than **January 02, 2020**. This offer is valid only for 15 days from the date of joining mentioned herein. If for whatever reason, you cannot meet this date, please contact the undersigned immediately.

5) Your normal work hours will be 9:00am to 6:00pm Monday to Friday including an hour for lunch each day.

6) In case you are employed, you are expected to join Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, the Company will not be liable to any consequences arising out of your previous employment.

7) During the period of employment, the contract of service can be terminated by either party anytime without any notice period.

8) You shall be entitled to leave benefits as per the rules framed by the Management from time to time.

9) If you remain absent or overstay your sanctioned leave for a period exceeding 7 consecutive days without notice, you shall be deemed to have left our employment and your services shall stand automatically terminated without notice / salary in lieu of notice.

10) You shall perform and discharge all duties and functions assigned to you in a faithful, competent and professional manner. You shall devote your full time and skill in discharging your duties as the employee of the Company. You shall attend your duties regularly and punctually.

11) You shall not enter into any commitments or dealings on behalf of the Company for which you have no express authority.

employment.

23) All information related to your compensation at Company is considered strictly confidential. You are expected to guard your own privacy and not discuss your compensation details with any colleague. All compensation-related discussions at Company are expected to happen directly and only with Company Executives. You are also expected to not discuss other colleagues' compensation with anyone. It is considered a gross violation of this code to refer to other colleagues' compensation while discussing your compensation with Company Executives. You are also expected to share your compensation information only with those individuals outside the Company whom you hold in strictest confidence and ask them to protect the information also.

24) If any letter of authority or Power of Attorney is given to you, you shall return the same to the Management, on termination of service.

Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

12) During the period of your employment, if your work is not found satisfactory or your attendance is not regular, the Management reserves the right to terminate your services without assigning any reasons, and without notice / salary in lieu of notice. The Management reserves the right to conduct background check verification at any time through third party background check agency or a vendor. You hereby agree to furnish all necessary documents/information for such background check verification. This offer is given subject to satisfactory Background Check verification Report. The Company reserves the right to immediately withdraw this offer if the Background check Verification Report is not satisfactory, even after your joining the Company

13) You shall intimate to the Company any change in your residential address. Any communication made to you at your last known residential address shall be binding upon you.

14) The Management shall be at liberty to require you to subject yourself to a medical examination at any time at its cost by any Registered Medical Practitioner of its choice.

15) The date of birth submitted by you in the application shall be deemed as correct. The Management in the event of having any doubt, reserves its right to ascertain your age from any Registered Medical Practitioner of its choice. If during the period of your employment you are found to be suffering from any contagious or any incurable disease or suffering lunatic, or if the Medical Practitioner certifies that you are not fit to serve in the firm or perform the duties assigned to you efficiently, your services shall be terminated with immediate effect without notice / salary in lieu of notice.

16) You have been engaged on the presumption that the particulars furnished by you in your application are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some relevant facts, the Management may terminate your services without giving any notice / salary in lieu of notice.

17) Your place of posting will be Pune, but your services are liable to be transferred to any other section, department, post or place in India or to any associate concern either in existence or which comes into existence hereafter. Upon such transfer, the rules and regulations of service applicable to such establishment will become applicable to you.

18) You may be required to undertake travel for the Company's work, when necessary.

19) Should the need arise; the Company shall be entitled to ask you to undertake special training in the normal course of employment.

20) The Company shall be entitled to all the benefits and profits arising from your work in the course of employment.

21) You will be required to sign the Company's INVENTION AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT. A copy of the same is provided with this offer letter.

22) Non-infringement of IPR during the course of work:

a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

d) Though it is your primary responsibility to be aware of copyright matters concerning the work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

gslab

Date: September 23, 2019

To,

Arpita Priyadarshini

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Arpita,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

2) Your appointment is of **temporary** nature and is valid for the period of **0 years 6 months** from the date of joining .

3) This appointment offer is made for work at Pune at any of our existing units or at Company's subsidiaries' locations, or at customers' location or at partners' location anywhere in the world as determined in consultation with the appointee from time to time.

4) Your joining date should be no later than **January 02, 2020**. This offer is valid only for 15 days from the date of joining mentioned herein. If for whatever reason, you cannot meet this date, please contact the undersigned immediately.

5) Your normal work hours will be 9:00am to 6:00pm Monday to Friday including an hour for lunch each day.

6) In case you are employed, you are expected to join Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, the Company will not be liable to any consequences arising out of your previous employment.

7) During the period of employment, the contract of service can be terminated by either party anytime without any notice period.

8) You shall be entitled to leave benefits as per the rules framed by the Management from time to time.

9) If you remain absent or overstay your sanctioned leave for a period exceeding 7 consecutive days without notice, you shall be deemed to have left our employment and your services shall stand automatically terminated without notice / salary in lieu of notice.

10) You shall perform and discharge all duties and functions assigned to you in a faithful, competent and professional manner. You shall devote your full time and skill in discharging your duties as the employee of the Company. You shall attend your duties regularly and punctually.

11) You shall not enter into any commitments or dealings on behalf of the Company for which you have no express authority.

12) During the period of your employment, if your work is not found satisfactory or your attendance is not regular, the Management reserves the right to terminate your services without assigning any reasons, and without notice / salary in lieu of notice. The Management reserves the right to conduct background check verification at any time through third party background check agency or a vendor. You hereby agree to furnish all necessary documents/information for such background check verification. This offer is given subject to satisfactory Background Check verification Report. The Company reserves the right to immediately withdraw this offer if the Background check Verification Report is not satisfactory, even after your joining the Company

13) You shall intimate to the Company any change in your residential address. Any communication made to you at your last known residential address shall be binding upon you.

14) The Management shall be at liberty to require you to subject yourself to a medical examination at any time at its cost by any Registered Medical Practitioner of its choice.

15) The date of birth submitted by you in the application shall be deemed as correct. The Management in the event of having any doubt, reserves its right to ascertain your age from any Registered Medical Practitioner of its choice. If during the period of your employment you are found to be suffering from any contagious or any incurable disease or suffering lunatic, or if the Medical Practitioner certifies that you are not fit to serve in the firm or perform the duties assigned to you efficiently, your services shall be terminated with immediate effect without notice / salary in lieu of notice.

16) You have been engaged on the presumption that the particulars furnished by you in your application are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some relevant facts, the Management may terminate your services without giving any notice / salary in lieu of notice.

17) Your place of posting will be Pune, but your services are liable to be transferred to any other section, department, post or place in India or to any associate concern either in existence or which comes into existence hereafter. Upon such transfer, the rules and regulations of service applicable to such establishment will become applicable to you.

18) You may be required to undertake travel for the Company's work, when necessary.

19) Should the need arise; the Company shall be entitled to ask you to undertake special training in the normal course of employment.

20) The Company shall be entitled to all the benefits and profits arising from your work in the course of employment.

21) You will be required to sign the Company's INVENTION AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT. A copy of the same is provided with this offer letter.

22) Non-infringement of IPR during the course of work:

a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

d) Though it is your primary responsibility to be aware of copyright matters concerning the work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

employment.

23) All information related to your compensation at Company is considered strictly confidential. You are expected to guard your own privacy and not discuss your compensation details with any colleague. All compensation-related discussions at Company are expected to happen directly and only with Company Executives. You are also expected to not discuss other colleagues' compensation with anyone. It is considered a gross violation of this code to refer to other colleagues' compensation while discussing your compensation with Company Executives. You are also expected to share your compensation information only with those individuals outside the Company whom you hold in strictest confidence and ask them to protect the information also.

24) If any letter of authority or Power of Attorney is given to you, you shall return the same to the Management, on termination of service.

Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

gslab

Date: September 23, 2019

To,

Biplab Paul

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Biplab,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

2) Your appointment is of **temporary** nature and is valid for the period of **0 years 6 months** from the date of joining .

3) This appointment offer is made for work at Pune at any of our existing units or at Company's subsidiaries' locations, or at customers' location or at partners' location anywhere in the world as determined in consultation with the appointee from time to time.

4) Your joining date should be no later than **January 02, 2020**. This offer is valid only for 15 days from the date of joining mentioned herein. If for whatever reason, you cannot meet this date, please contact the undersigned immediately.

5) Your normal work hours will be 9:00am to 6:00pm Monday to Friday including an hour for lunch each day.

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7) During the period of employment, the contract of service can be terminated by either party anytime without any notice period.

8) You shall be entitled to leave benefits as per the rules framed by the Management from time to time.

9) If you remain absent or overstay your sanctioned leave for a period exceeding 7 consecutive days without notice, you shall be deemed to have left our employment and your services shall stand automatically terminated without notice / salary in lieu of notice.

10) You shall perform and discharge all duties and functions assigned to you in a faithful, competent and professional manner. You shall devote your full time and skill in discharging your duties as the employee of the Company. You shall attend your duties regularly and punctually.

11) You shall not enter into any commitments or dealings on behalf of the Company for which you have no express authority.

12) During the period of your employment, if your work is not found satisfactory or your attendance is not regular, the Management reserves the right to terminate your services without assigning any reasons, and without notice / salary in lieu of notice. The Management reserves the right to conduct background check verification at any time through third party background check agency or a vendor. You hereby agree to furnish all necessary documents/information for such background check verification. This offer is given subject to satisfactory Background Check verification Report. The Company reserves the right to immediately withdraw this offer if the Background check Verification Report is not satisfactory, even after your joining the Company

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15) The date of birth submitted by you in the application shall be deemed as correct. The Management in the event of having any doubt, reserves its right to ascertain your age from any Registered Medical Practitioner of its choice. If during the period of your employment you are found to be suffering from any contagious or any incurable disease or suffering lunatic, or if the Medical Practitioner certifies that you are not fit to serve in the firm or perform the duties assigned to you efficiently, your services shall be terminated with immediate effect without notice / salary in lieu of notice.

16) You have been engaged on the presumption that the particulars furnished by you in your application are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some relevant facts, the Management may terminate your services without giving any notice / salary in lieu of notice.

17) Your place of posting will be Pune, but your services are liable to be transferred to any other section, department, post or place in India or to any associate concern either in existence or which comes into existence hereafter. Upon such transfer, the rules and regulations of service applicable to such establishment will become applicable to you.

18) You may be required to undertake travel for the Company's work, when necessary.

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21) You will be required to sign the Company's INVENTION AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT. A copy of the same is provided with this offer letter.

22) Non-infringement of IPR during the course of work:

a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

d) Though it is your primary responsibility to be aware of copyright matters concerning the work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

employment.

23) All information related to your compensation at Company is considered strictly confidential. You are expected to guard your own privacy and not discuss your compensation details with any colleague. All compensation-related discussions at Company are expected to happen directly and only with Company Executives. You are also expected to not discuss other colleagues' compensation with anyone. It is considered a gross violation of this code to refer to other colleagues' compensation while discussing your compensation with Company Executives. You are also expected to share your compensation information only with those individuals outside the Company whom you hold in strictest confidence and ask them to protect the information also.

24) If any letter of authority or Power of Attorney is given to you, you shall return the same to the Management, on termination of service.

Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

gslab

Date: September 23, 2019

To,

Dayanidhi Nayak

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Dayanidhi,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

2) Your appointment is of **temporary** nature and is valid for the period of **0 years 6 months** from the date of joining .

3) This appointment offer is made for work at Pune at any of our existing units or at Company's subsidiaries' locations, or at customers' location or at partners' location anywhere in the world as determined in consultation with the appointee from time to time.

4) Your joining date should be no later than **January 02, 2020**. This offer is valid only for 15 days from the date of joining mentioned herein. If for whatever reason, you cannot meet this date, please contact the undersigned immediately.

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22) Non-infringement of IPR during the course of work:

a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

d) Though it is your primary responsibility to be aware of copyright matters concerning the work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

employment.

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Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

gslab

Date: September 23, 2019

To,

Kiran Kumar Parida

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Kiran,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

2) Your appointment is of **temporary** nature and is valid for the period of **0 years 6 months** from the date of joining .

3) This appointment offer is made for work at Pune at any of our existing units or at Company's subsidiaries' locations, or at customers' location or at partners' location anywhere in the world as determined in consultation with the appointee from time to time.

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9) If you remain absent or overstay your sanctioned leave for a period exceeding 7 consecutive days without notice, you shall be deemed to have left our employment and your services shall stand automatically terminated without notice / salary in lieu of notice.

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15) The date of birth submitted by you in the application shall be deemed as correct. The Management in the event of having any doubt, reserves its right to ascertain your age from any Registered Medical Practitioner of its choice. If during the period of your employment you are found to be suffering from any contagious or any incurable disease or suffering lunatic, or if the Medical Practitioner certifies that you are not fit to serve in the firm or perform the duties assigned to you efficiently, your services shall be terminated with immediate effect without notice / salary in lieu of notice.

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a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

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e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

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Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

gslab

Date: September 23, 2019

To,

Rakesh Kumar Pradhan

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Rakesh,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

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18) You may be required to undertake travel for the Company's work, when necessary.

19) Should the need arise; the Company shall be entitled to ask you to undertake special training in the normal course of employment.

20) The Company shall be entitled to all the benefits and profits arising from your work in the course of employment.

21) You will be required to sign the Company's INVENTION AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT. A copy of the same is provided with this offer letter.

22) Non-infringement of IPR during the course of work:

a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

d) Though it is your primary responsibility to be aware of copyright matters concerning the work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

employment.

23) All information related to your compensation at Company is considered strictly confidential. You are expected to guard your own privacy and not discuss your compensation details with any colleague. All compensation-related discussions at Company are expected to happen directly and only with Company Executives. You are also expected to not discuss other colleagues' compensation with anyone. It is considered a gross violation of this code to refer to other colleagues' compensation while discussing your compensation with Company Executives. You are also expected to share your compensation information only with those individuals outside the Company whom you hold in strictest confidence and ask them to protect the information also.

24) If any letter of authority or Power of Attorney is given to you, you shall return the same to the Management, on termination of service.

Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

gslab

Date: September 23, 2019

To,

Samir Kumar Sahu

Plot No:F/68, Chandaka Industrial Estate, Infocity Area, Chandrasekharpur, Bhubaneswar, Odisha751024

Dear Samir,

We are pleased to appoint you as a **Intern (Trainee)** effective **January 02, 2020** on the following terms and conditions.

1) You will receive a monthly stipend of **Rs.20,500/- (Twenty Thousand Five Hundred Only)**.Any applicable taxes will be deducted from this amount as per Government IT rules.

2) Your appointment is of **temporary** nature and is valid for the period of **0 years 6 months** from the date of joining .

3) This appointment offer is made for work at Pune at any of our existing units or at Company's subsidiaries' locations, or at customers' location or at partners' location anywhere in the world as determined in consultation with the appointee from time to time.

4) Your joining date should be no later than **January 02, 2020**. This offer is valid only for 15 days from the date of joining mentioned herein. If for whatever reason, you cannot meet this date, please contact the undersigned immediately.

5) Your normal work hours will be 9:00am to 6:00pm Monday to Friday including an hour for lunch each day.

6) In case you are employed, you are expected to join Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, the Company will not be liable to any consequences arising out of your previous employment.

7) During the period of employment, the contract of service can be terminated by either party anytime without any notice period.

8) You shall be entitled to leave benefits as per the rules framed by the Management from time to time.

9) If you remain absent or overstay your sanctioned leave for a period exceeding 7 consecutive days without notice, you shall be deemed to have left our employment and your services shall stand automatically terminated without notice / salary in lieu of notice.

10) You shall perform and discharge all duties and functions assigned to you in a faithful, competent and professional manner. You shall devote your full time and skill in discharging your duties as the employee of the Company. You shall attend your duties regularly and punctually.

11) You shall not enter into any commitments or dealings on behalf of the Company for which you have no express authority.

12) During the period of your employment, if your work is not found satisfactory or your attendance is not regular, the Management reserves the right to terminate your services without assigning any reasons, and without notice / salary in lieu of notice. The Management reserves the right to conduct background check verification at any time through third party background check agency or a vendor. You hereby agree to furnish all necessary documents/information for such background check verification. This offer is given subject to satisfactory Background Check verification Report. The Company reserves the right to immediately withdraw this offer if the Background check Verification Report is not satisfactory, even after your joining the Company

13) You shall intimate to the Company any change in your residential address. Any communication made to you at your last known residential address shall be binding upon you.

14) The Management shall be at liberty to require you to subject yourself to a medical examination at any time at its cost by any Registered Medical Practitioner of its choice.

15) The date of birth submitted by you in the application shall be deemed as correct. The Management in the event of having any doubt, reserves its right to ascertain your age from any Registered Medical Practitioner of its choice. If during the period of your employment you are found to be suffering from any contagious or any incurable disease or suffering lunatic, or if the Medical Practitioner certifies that you are not fit to serve in the firm or perform the duties assigned to you efficiently, your services shall be terminated with immediate effect without notice / salary in lieu of notice.

16) You have been engaged on the presumption that the particulars furnished by you in your application are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some relevant facts, the Management may terminate your services without giving any notice / salary in lieu of notice.

17) Your place of posting will be Pune, but your services are liable to be transferred to any other section, department, post or place in India or to any associate concern either in existence or which comes into existence hereafter. Upon such transfer, the rules and regulations of service applicable to such establishment will become applicable to you.

18) You may be required to undertake travel for the Company's work, when necessary.

19) Should the need arise; the Company shall be entitled to ask you to undertake special training in the normal course of employment.

20) The Company shall be entitled to all the benefits and profits arising from your work in the course of employment.

21) You will be required to sign the Company's INVENTION AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AND CONFIDENTIALITY AGREEMENT. A copy of the same is provided with this offer letter.

22) Non-infringement of IPR during the course of work:

a) The Company is very particular about not infringing the copyright of another person or entity in the process of work carried out by any Employee.

b) The work being rendered by you for the Company may include activities relating to computer software and other fields and areas of information as may be required from time to time, and that the Company may use such work as it may deem fit, including but not limited to, use, reuse either commercially or otherwise as a whole or any part thereof in any form and or manner for the sale or commercialization of the same in electronic, print or any other media.

c) You agree and undertake that whilst doing your work, you will take all the necessary precaution and use due diligence and professional care to ascertain and confirm that you do not violate copyright of any third party or entity, in the course of employment with the Company,so as cause infringement of the copyright of any person or entity in any manner.

d) Though it is your primary responsibility to be aware of copyright matters concerning the work that is carried out by you, the Company may brief you about copyright laws in general and is willing to provide any information relating thereto as may be sought by you.

e) You expressly agree not to hold the Company responsible in the case of any infringement of copyright laws, and that you take full responsibility for the same and agree to indemnify and keep indemnified the Company, its Directors and officers, at all times, against all claims, demands, rights, actions, proceedings of whatsoever kind or nature, made, taken or filed by any person for loss, damage, costs, charges, expenses and liabilities of any kind or nature whatsoever which may be suffered or sustained or incurred in respect of or in relation to the infringement in copyrights in the course of the

employment.

23) All information related to your compensation at Company is considered strictly confidential. You are expected to guard your own privacy and not discuss your compensation details with any colleague. All compensation-related discussions at Company are expected to happen directly and only with Company Executives. You are also expected to not discuss other colleagues' compensation with anyone. It is considered a gross violation of this code to refer to other colleagues' compensation while discussing your compensation with Company Executives. You are also expected to share your compensation information only with those individuals outside the Company whom you hold in strictest confidence and ask them to protect the information also.

24) If any letter of authority or Power of Attorney is given to you, you shall return the same to the Management, on termination of service.

Please keep the Company posted of changes in your personal particulars like change of address, progress in educational achievements, etc.

Please confirm your acceptance of the above terms and conditions of your appointment by signing and returning a copy of this letter by **September 24, 2019**. Your acceptance indicates that you have read, fully understood and have consented to the terms and conditions of employment set herein.

We wish you all the best and will strive to provide you with a bright and prosperous career at the Company.

Yours faithfully,
For GREAT SOFTWARE LABORATORY PVT. LTD.

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9/26/2019

Anupama Toppo

Trident ,Bhubaneswar

Bengaluru

Subject: Offer of Employment

Dear Anupama,

On behalf of GyanSys Infotech Private Limited (the "Employer"), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru.**

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization **on June 1 ,2020.**

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.** 450,000/-. At your level, the Utilization bonus opportunity will be 25% of your annual Salary. The details of your compensation breakdown are provided in the attached AnnexureA.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

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Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For **GyanSys Infotech Private Limited**

Vijaya Gupta
Manager- HR

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **Anupama**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

_____
Signature

Name: Anupama

Date:

Place:

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ANNEXURE A

	Component	Basis	Annual	monthly
A	**Fixed Cash Salary**			
	Basic Salary	40% of A	₹ 135,000	₹ 11,250
	HRA	50% OF Basic Salary	₹ 67,500	₹ 5,625
	LTA (optional)	Rs 4000 per month	₹ -	₹ -
	Communication Allowance	Rs 3000 per month	₹ 36,000	₹ 3,000
	Children Education & Hostel	Rs 1000 per month	₹ -	₹ -
	Uniform Allowance	Rs 1600 per month	₹ -	₹ -
	Special Allowance #	Balance	₹ 66,606	₹ 5,551
	Total (A)		₹ 305,106	₹ 25,426
B	**Fixed Non- Cash Salary**			
	Medical Insurance	-	₹ 4,300	₹ 358
	Food Allowance (optional)	Rs.36,000	₹ -	₹ -
	Employer Provident Fund	As per PF Act	₹ 21,600	₹ 1,800
	Gratuity	As per Gratuity Act	₹ 6,494	₹ 541
	Total (B)		₹ 32,394	₹ 2,699
C	**Fixed Salary C = (A+B)**		₹ 337,500	₹ 28,125
D	**Variable Salary**			
	Utilization Bonus payable quarterly	25% of CTC Variable	₹ 112,500	₹ 9,375
	Variable Salary		₹ 112,500	₹ 9,375
E	**Total CTC (E=C+D)**		₹ 450,000	₹ 37,500

Utilization Bonus*

You will be eligible for a performance linked quarterly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given quarter. Utilization Bonus is set at 25% of your CTC . The actual paid amount will vary depending upon the individual performance and billing, and in some circumstances, could exceed the pay-out range indicated. To be eligible for any bonus pay-out, you must be an active employee on the payment date and not working through a notice period or a Performance

Improvement Plan (PIP). The application and interpretation of, and any determinations related to, the Utilization Bonus is at the sole discretion of Employer. Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 450 hours in the given quarter, you will be paid 100% of the quarterly utilization bonus. If your utilization is less than 450 hours in the given quarter, you will be paid on pro rata basis of the quarterly utilization bonus for the billable and approved hours by the Customers. If you are billed more than 450 hours in the given quarter you will be paid 100% of the quarterly utilization bonus, for additional hours billed above 450 hours you will be paid Rs 500 per hour. Maximum Eligible hours for Overtime bonus is limited to 150 hrs in a quarter.

Utilization Bonus Payout

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February

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Details of Annexure A

HRA:
House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:
GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

LTA (Optional):
If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form. You will also have the option to opt out from LTA in such a situation the given amount will be considered into the Special Allowance component.

Food Allowance:
As part of Food Allowance, you will be issued with Food Card. The said and for the first month (For New Hires) prorated amount will be processed as part of payroll. Food Card will get credited on monthly basis for the given amount. You will also have the option to opt out from Food Allowance in such a situation the given amount will be considered into the Special Allowance component.

Communication Allowance:
An allowance of ₹ 3000 per month is payable on a monthly basis.(₹ 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs.
Communication Expenses can be claimed for one Post-paid mobile or one Land Phone.
Telephone/ Mobile bills should be in the name of the Employee.
Time to submit proof of documents shall be intimated time to time.

Uniform Allowance
An allowance of ₹ 1600 per month is payable on a monthly basis (₹ 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formals/ Business casuals can be submitted as proof.

Children Education & Hostel
An allowance of ₹ 1000 per month is payable on a monthly basis (₹ 12000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs.

Special Allowance:
Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:
You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self is being paid by the Employer on your behalf. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage(Rs5,00,000 coverage) for self. Premium paid by the Employer is included in your Total CTC. You will be eligible for Income tax benefits for such based on prevailing Income Tax Rules. You can include dependent (Spouse+2 kid and parents) by incurring extra cost.

Gratuity:
On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws.

Signature _____ Date _____

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General Instructions / Checklist of Documents		
Dear Professional, *Congratulations and welcome aboard!!!* *This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.*		
Education		
Graduation		
Marksheets for all the years	☐	
Convocation Certificate and Provisional Certificate	☐	
Post-Graduation		
Marksheets for all the years	☐	
Convocation Certificate and Provisional Certificate	☐	
Professional [CA/CS/ICWA/etc.] *		
Marksheets for all the years	☐	
Convocation Certificate and Provisional Certificate	☐	
Membership Number allocation proof/document [if applicable]	☐	
Employment		
Relieving Letter or Service Certificate [All Prior Employment(s)]	☐	
Previous Employment Last Payslip	☐	
Last Employer Relieving letter/Service certificate	☐	
Form 16 for the Current Financial Year or the Salary Certificate*	☐	
General		
Photo copy of PAN card is mandatory & should be submitted on your day of joining**{Non-PAN card holders, please apply immediately}	☐	
Photo copy of Aadhar is mandatory & should be submitted on your day of joining.	☐	
2 Passport Size Photographs	☐	
Photo copy of the Passport*	☐	
Candidate Blood Group Information	☐	
Additional Documents - If any	☐	

* If applicable

** Very important & Critical document

We look forward to you joining us, where the BEST chooses to be.

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Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement

This Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Agreement") is effective as _____.

BY AND BETWEEN:
GyanSys Infotech Private Limited, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at ITPL,8th Floor, Inventor Building, Whitefield, Bengaluru - 560066, hereinafter referred to as "Employer", (which shall be deemed to mean and include its successors and assigns); and

Full Name: _____

Address: _____
hereinafter referred to as "I" or "me" or "my" (as the context may require), (which shall be deemed to mean and include my heirs, legal representatives, executors and administrators).

1. GENERAL

We are working together to build a world-class organization. It is hence important that the atmosphere and environment we create together enhances the potential and capability of each one of us. These service conditions aim to build a strong professional work environment based on the strong foundations of integrity and ethics.

I understand that I shall always maintain absolute integrity and devotion to duty. If I hold a senior or managerial position, I shall take all possible steps to ensure the integrity and devotion to duty of all personnel within my control and authority. I understand that I shall not act in a manner that is prejudicial to the interests of, or that brings disrepute to, the Employer or its Connected Entities (as defined in Section 3 below). At all times, I shall be bound by and shall comply with the Code of Ethics and Professional Conduct of the Employer.

2. STATEMENT OF FACTS – VISIBLE PRACTICE OF INTEGRITY

I understand that the Employer's offer to employ me is made based on, among other things, the proficiency of professional skills that I have declared to possess as per my resume.

I shall not at any point in time furnish false information regarding personal details such as name, age, contact address or professional information, including, but not limited to, qualifications, ability, previous service, or any other matter germane to my employment with the Employer, at the time of employment or during employment. The employer has right to confirm the information provided by me at any time and from any source. If, later, any of my statements are found to be false or misleading, the Employer shall have the right to terminate my services forthwith.

I understand that I am expected to follow the letter and spirit of all applicable taxation laws, rules and regulations and uphold the values of honesty and integrity in all my actions. During doing so, I shall claim only actual expenses and ensure compliance with the applicable tax laws in letter and spirit.

Any enhancement of compensation and benefits will be based on my performance and would be at the discretion of the Employer. In case my performance falls short of minimum standards set by the Employer, the Employer shall have the right to terminate my employment forthwith.

3. CONFIDENTIALITY

I understand that, by my employment, I will acquire and be exposed to, have access to, make use of, create and/or add to Proprietary Information and Personally Identifiable Information ("PII", as hereinafter defined). "Proprietary Information" includes all ideas, information, and materials, tangible or intangible, not generally

known to the public, relating in any manner to the business of the Employer or a Connected Entity (as hereinafter defined), its personnel (including partners, principals, members, officers or employees), clients and prospective clients, vendors, suppliers, independent contractors, subcontractors, agents or others with whom the Employer or a Connected Entity does business that I learn or acquire during the period of my employment with the Employer.

Proprietary Information therefore includes, but is not limited to, manuals, documents, research notes, drafts, software, source code, methodologies, business processes, inventions, compilations of technical data, databases, client or prospective client lists, information relating to the development or maintenance of client relationships and good will, names of suppliers, specifications, designs, business or marketing plans, forecasts, financial information, personnel information or lists, work in progress, and other technical or business information, whether prepared by me or others for the Employer or a Connected Entity , or received by me or others for the Employer or a Connected Entity. Proprietary Information does not include basic programming or accounting know-how that is generally known and used within the software industry or accounting profession.

"PII" means information relating to an identified or identifiable natural person, excluding business contact information, that I acquire, am exposed to, have access to, or make use of about my employment with the Employer, whether in written, oral, electronic, or other form, and any copies thereof. An identifiable person is a person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Examples of PII include, but are not limited to, the following: account number (bank account, credit card, etc.), address, biometric identifier, license or identification number, date of birth, government identifiers (such as social security numbers), name, personnel number, photograph or video identifiable to an individual, vehicle identifier or serial number, and may also include other information related to an individual that may directly or indirectly identify the individual (e.g. salary, performance rating, purchase history, call history, etc.).

"Connected Entity" as used in this Agreement shall mean GyanSys Infotech Pvt Ltd, India and any corporation, partnership, limited liability Employer or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by the Employer, GyanSys Inc, USA or its subsidiaries (whether located in the U.S., India or any other country)(ii) controls, is controlled by or is under common control with a GyanSys Entity; or (b) in which any partner, principal, member, officer, employee or other personnel of a GyanSys Entity participated on behalf of, or carried out any duties with respect to the affairs of a GyanSys Entity. For purposes of this Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

I agree to hold in trust and confidence all Proprietary Information and Personally Identifiable Information during and after the period of my employment with the Employer. I will not disclose any Proprietary Information and Personally Identifiable Information to anyone outside the Employer or a Connected Entity without the prior written approval of an ***Authorized Representative*** of the Employer, or use any Proprietary Information or Personally Identifiable Information for any purpose other than for the benefit of the Employer or a Connected Entity as required by my authorized duties for the Employer. Upon termination of my employment with the Employer (a) I will not use or disclose Proprietary Information or Personally Identifiable Information, whether in documentary or digital form or committed to memory or in any other form, for any purpose ; (b) I will not retain or take with me any Proprietary Information or Personally Identifiable Information in a tangible form; and (c) I will immediately deliver to the Employer any Proprietary Information and Personally Identifiable Information in a tangible form that I may then or thereafter hold or control. "Tangible" form includes written or graphic form, on a computer disc, USB drive or other medium, on a website, or otherwise stored in or available through electronic or other form.

I agree to keep confidential any information or manuals relating to the Employer's compensation and benefits schemes that may become known to me as an employee of the Employer. I agree to maintain the utmost secrecy regard to the compensation and benefits package of any other employee of the Employer or any Connected Entity that becomes known to me during employment and I shall not discuss it with any colleague, except on a need-to-know basis.

I agree that during the term of my employment with the Employer, I shall not improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity, and that I will not bring into any of the premises maintained by the Employer or a Connected Entity, or otherwise provide to the Employer or a Connected Entity, any unpublished document or proprietary information belonging to any such employer, person or entity without the prior written authorization of such employer, person or entity. If I receive such an authorization, I will send a copy to the Authorized Signatory.

An ***Authorized Representative*** is the Manager - HR for the Employer or a Connected Entity located in India or his or her designee.

4. EXTERNAL COMMUNICATIONS

I agree that I shall not, either directly or indirectly, during or after my employment, communicate to any public papers, on internet, journals, social media, pamphlets or leaflets, or cause to be disclosed at any time, either verbally or in writing, any information or documents, official or otherwise, relating to the Employer or a Connected Entity, including, without limitation, any Proprietary Information or Personally Identifiable Information, except with the prior written approval of management of the Employer.

5. INTELLECTUAL PROPERTY RIGHTS

I hereby agree that, except with respect to Personal Works (defined below), the Employer or a Connected Entity owns all rights, title, and interest in and to all work performed, and all materials, creations, designs, technology, discoveries, inventions, ideas, information, and other tangible or intangible matter (whether or not patentable or copyrightable), conceived, developed or created by me, alone or with others, during the period of my employment with the Employer, including, but not limited to, all related copyright, trade secret, patent, trademark, and other intellectual property rights (the "Creations"). To the maximum extent permitted by applicable law, the Creations shall be deemed works made for hire under India copyright or applicable laws or any equivalent laws of applicable foreign jurisdictions, and all rights, title, and interest in and to the Creations shall vest automatically in the Employer or a Connected Entity, as determined by the Employer.

I hereby assign and irrevocably agree to assign all right, title, and interest including, but not limited to, patent, copyright, trade secret, trademark, and other proprietary rights, in and to such Creations to the Employer or a Connected Entity, as determined by the Employer (as to copyright, to the extent such Creations are held not to be works made for hire under applicable law). The Employer or a Connected Entity, as determined by the Employer, will have the sole right, in its own name, to obtain, hold, register, and otherwise perfect, protect and enforce (including bringing actions for past or future infringement of) all rights relating to the Creations, including, but not limited to, any renewals or extensions thereof.

I will (a) promptly notify the Employer in writing of any Creations, and deliver to the Employer the tangible form of all Creations (including any copies); and (b) provide the Employer and any person designated by the Employer or a Connected Entity, at the expense of the Employer or a Connected Entity, any assistance and cooperation requested by the Employer or a Connected Entity to obtain, hold, register, and otherwise perfect, protect, and enforce (including bringing actions for past or future infringement of) all rights relating to the Creations, including, but not limited to, executing written instruments and serving as a witness.If, in breach of my obligations under this Agreement, I use any Creations or Proprietary Information in conceiving, developing or creating any materials, creations, designs, technology, discoveries, inventions, ideas, information or other tangible or intangible matter after termination of my employment with the Employer, I acknowledge and agree that such tangible or intangible matter constitutes, at the sole discretion of the Employer or a Connected Entity, Creations subject to the assignment requirement, and the other terms and conditions, of this Agreement.

Only a Creation that meets all of the following criteria would be considered a personal work ("Personal Work"): (a) it is conceived, developed, and created by me on my own time without using the equipment, supplies or facilities of the Employer or a Connected Entity or any Proprietary Information or other Creations, (b) it is unrelated to the actual or reasonably anticipated business or research and development of the Employer or a Connected Entity of

which I am or become aware, and (c) it does not result from any work performed by me for the Employer or a Connected Entity. The obligations noted above in paragraph 5 do not apply to Personal Works.

I will not provide Employer or a Connected Entity with any Personal Works without prior written authorization of the Employer.

Any assignment of copyright hereunder includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively "Moral Rights"). If, despite the above, I am deemed under applicable law to retain any rights including without limitation any Moral Rights, I hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, I grant, and agree to grant, to the Employer or its designees the exclusive, perpetual, irrevocable, worldwide and royalty-free license to use, modify and market such rights, without identifying me or seeking my consent. I agree that my obligation to render any cooperation for the foregoing shall continue even after termination of my relationship with the Employer.

Upon demand by the Employer, I shall immediately deliver /hand over all information/ material relating to the Creations in my possession, in a tangible form and to the satisfaction of the Employer or Connected Entities.

6. CONFLICT OF INTEREST

Any position with the Employer calls for whole time employment and I agree to devote myself exclusively to the business of the Employer.

During my period of employment, I will not directly or indirectly, participate in or in any way render services or assistance to any business, whether for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of the Employer or a Connected Entity, or otherwise create a conflict, or the appearance of a conflict, of interest with the Employer or a Connected Entity. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of the Employer or a Connected Entity, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having any outside employment, having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with the Employer or Connected Entity, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

7. NON-SOLICITATION

The following non-solicitation provisions are designed to protect the investment of the Employer and all Connected Entities in their clients and employees, valid business needs in today's competitive marketplace. Nevertheless, this Agreement is not intended to limit an employee's ability to pursue a professional career upon leaving the Employer.

a. **Non-Solicitation of Clients.** I acknowledge that, because of the nature of my work for the Employer or a Connected Entity, my solicitation or serving of certain clients related to my work for the Employer or a Connected Entity would necessarily involve the unauthorized use or disclosure of Proprietary Information of the Employer or a Connected Entity, and the proprietary relationships and goodwill of the Employer or a Connected Entity, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or any Connected Entities with the laws, rules and regulations of the U.S. or India, or independence-related requirements of a government regulatory body. Accordingly, during the period of my employment with the Employer and for one year thereafter, I will not, directly or indirectly, solicit or provide services to any client of the Employer or a Connected Entity to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my employment with the Employer.

   In this regard, I acknowledge and agree that the market for the kinds of services I rendered or will render as part of my work for the Employer or a Connected Entity reaches throughout, and in certain instances beyond, India and that the Proprietary Information which has been and will be provided to me relates to similar kinds of services rendered by the Employer or a Connected Entity throughout, and in certain instances beyond, India

and therefore the geographic scope of this Agreement is reasonable and is designed to protect the Employer's or a Connected Entity's legitimate business interests in the preservation of Proprietary Information.

b. **Non-Solicitation of Personnel.** I acknowledge that, because of the nature of my work for the Employer or a Connected Entity, my solicitation or hiring of any partner, principal, member, officer or employee of or any contractor to the Employer or a Connected Entity, or my participation in their hiring, admission or retention, as the case may be, would necessarily involve the unauthorized use or disclosure of Proprietary Information of the Employer or a Connected Entity, and the proprietary relationships and goodwill of the Employer or a connected Entity. Accordingly, during the period of my employment with the Employer and for two year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any partner, principal, member, officer or employee of the Employer or a Connected Entity to leave the Employer or a Connected Entity, or to join any firm or business with which I may be or become affiliated, or (b) participate in the hiring or admission of any partner, principal, member, officer or employee of the Employer or a Connected Entity, or (c) cause a contractor of the Employer or a Connected Entity to cease providing services to, with, or on behalf of the Employer or such Connected Entity.

8. AUTHORIZATION

Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about Employer, the business and plans, various client-related projects etc.

9. SECURITY

Security of Proprietary Information, Personally Identifiable Information and other data (refer to Annexure C* on Information Security Policy) are important aspects of our business and a basic expectation of our clients. In recognition of this responsibility towards our clients and business, I agree to adhere to the following conditions always:

Proprietary Information or Personally Identifiable Information is available to me on a need-to-know basis for specified groups based on my roles and responsibilities. The network file server access is permitted on an as-required basis only. Access to these is authorized through access privileges approved by designated personnel of the Employer or a Connected Entity.

Internet access is available to me for completing my work responsibilities and browsing sites of professional interest. I understand that I am expected to adhere to Employer requirements related to downloading of copyright information, security of the Employer network and office decorum.

The communication security may be maintained by controlling physical access to computer systems, disabling all workstation CD, USB Storage Pen drives or hard disks and Employer-wide communications to heighten awareness of the need for protection of intellectual property and sensitive customer information.

Access to the network, development environment and E-mail Server of the Employer or a Connected Entity is through an individual's password. In the interest of security, I agree to utilize this facility and maintain confidentiality of the same.

In the interest of security, I shall not install, download, copy or duplicate any unauthorized or unlicensed software, programs, games, attachments on any computer system of the Employer or a Connected Entity.

I am expected to be responsible for the security of official documents/ manuals and such material that may come to me during various assignments. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it.

I am required to display my identity card to the security personnel of the Employer or a Connected Entity on demand and always within the office premises. Any equipment taken out of the office premises will require a gate pass duly

authorized by the designated personnel of the Employer or a Connected Entity. * The Information Security Policy will be provided for your review and acceptance on or before the day of your joining the Employer.

10. USE OF EMPLOYER OR CONNECTED ENTITIES RESOURCES AND RETURN OF PROPERTY

I understand that I shall be responsible for the safekeeping and good condition and order of all the property of the Employer or a Connected Entity that is entrusted to my care and charge. I may use the resources of the Employer or a Connected Entity only for official purposes.

Unless otherwise agreed by the Employer in writing, upon termination of my employment for any reason, in addition to the return of Proprietary Information and Personally Identifiable Information as set forth in Paragraph 1, I agree to return to the Employer or a Connected Entity all Creations and all other property, equipment, credit cards, documents, records, lists, files, and any and all other materials of the Employer or a Connected Entity, including, without limitation, computerized or electronic information that is in my possession or control as of the date on which my employment is terminated, and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment (the "Property").

The Property shall be delivered to the Employer or a Connected Entity at any location designated by the Employer or a Connected Entity, at my expense, within One (1) business day after the termination of my employment or on an alternate date designated by the Employer or a Connected Entity. I further agree to allow the Employer or any Connected Entity to inspect any of my personal or home computers to determine whether any Proprietary Information, Personally Identifiable Information or Property belonging to the Employer or a Connected Entity resides on such computers and to permit the Employer or a Connected Entity to remove such Proprietary Information, Personally Identifiable Information or Property from such computers.

11. NOTIFICATION

I agree that prior to accepting employment or affiliation with another firm or business, I will advise such firm or business of my duties and obligations under this Agreement. After my employment with the Employer ends, I agree that the Employer or a Connected Entity shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Agreement.

12. FUTURE COOPERATION

Upon termination of my employment for any reason, I will cooperate with the Employer or a Connected Entity in all matters relating to the completion of pending work on behalf of the Employer or a Connected Entity and the orderly transfer of work to partners, principals, members, officers or employees of the Employer or a Connected Entity. I will also cooperate fully with the Employer or a Connected Entity about any threat of or actual legal proceeding against the Employer or a Connected Entity or any client, customer or licenser of the Employer arising out of any matter with or of which I have had contact or knowledge during my employment.

13. CERTIFICATION

I agree that during the period of my employment with the Employer I will be requested, provide written certification in such form as the Employer may require that I have complied with my obligations under training & certification Agreement.

14. REMEDIES

I acknowledge and agree that a breach of this Agreement would cause irreparable harm to the Employer or a Connected Entity and that, in addition to other remedies, the Employer on behalf of itself or a Connected Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, the Employer or a Connected Entity will be entitled to the payment of the Employer's or Connected Entity's reasonable costs and attorney's fees incurred in enforcing this Agreement.

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15. APPLICABLE LAW AND JURISDICTION

Even though the Employer may depute me overseas for on-site work or to any other location in India, I irrevocably submit to the exclusive jurisdiction of any competent courts situated in Bengaluru, or if I am assigned

to the Hyderabad or Bhubaneshwar office, I irrevocably submit to the exclusive jurisdiction of any competent courts situated in Bangalore only, concerning any dispute arising out of my employment or relating to this Agreement, and I waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

16. MISCELLANEOUS PROVISIONS

The above terms and conditions are based on, and should be read in conjunction with, the Employer policies, procedures and other rules currently applicable. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, guidelines would be posted on the Employer's policy portal for employee reference. All future communications would be deemed to have your prior consent. The Employee shall also abide by all other rules and regulations of the Employer as shall be in force, from time to time.

Except as set forth in the following sentence, I acknowledge and agree that this Agreement contains the entire understanding between the Employer, each Connected Entity and me with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter. Notwithstanding the foregoing, I acknowledge and agree that any written agreement between the Employer or any Connected Entity and me with respect to the subject matter hereof that was signed by me prior to the date hereof shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the date hereof.

The rights and benefits of the Employer under this Agreement shall be transferable, and all provisions of this Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me and shall inure to the benefit of any Connected Entity to which I may transfer during my employment with the Employer or the Connected Entity, provided, however, none of my duties or obligations under this Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignment in violation of this paragraph shall be null and void.

I understand that my post-employment obligations in sections 3, 4, 5, 7, 8, 11, 12, 13, 14, 15 and 16 of this Agreement will survive the termination of this Agreement. The provisions noted above explain the length of such post-employment obligations, some are limited in time and others are of unlimited duration.

For **GyanSys Infotech Pvt Ltd**

Human Resources
Authorized Signatory

I accept all the terms and conditions of the Employer as stipulated in this Agreement.

Signature _____ Full Name _____

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TERMS AND CONDITIONS OF SERVICE

In continuation to our offer of employment with the Employer, please note the terms and conditions of service.

We firmly believe that our strength lies in our employees as they ensure our success. Our business model is dynamic and typified by a high degree of competition. Success in such a situation demands that we continuously challenge ourselves to higher levels of individual and collective performance. Toward this, we aim to provide an enabling and positive environment that will motivate our employees and facilitate achievement of superior levels of performance.

Our employees' professional skills and knowledge are emphasized by their personal and emotional well-being. We strive to provide a climate that nurtures the holistic development of our employees.

A summary of some of the major polices applicable and the benefits available to the employees in our Employer is detailed below along with other terms and conditions of employment.

COMPLIANCE WITH GYANSYS'S INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

The Employer, as an affiliate of GyanSys Inc (GyanSys USA), is required to comply with external regulatory and/or professional standards. In accordance with the policy of GYANSYS USA, as a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the Independence Representation. An example copy of this representation form is available for your reference on GyanSys Policy Portal. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to GyanSys Policy Portal and GYANSYS USA Independence Group for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by GYANSYS USA's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to GYANSYS USA's internal audit team. Please be assured that GYANSYS USA fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to GYANSYS USA to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event, you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult us should you require any further information or if you have any specific concerns in this respect.

NON-DISCLOSURE, NON-SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT AND SEXUAL HARASSMENT POLICY

You will be expected to sign the Employer's Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement and the Sexual Harassment Policy upon joining the Employer. Please contact the Human Resources Department for further details.

RETIREMENT AGE

The age of retirement for every employee of the Employer is 60 years. You shall however, during the tenure of the services be required to be medically fit for work. The Employer may, at its discretion, request you to undergo periodic medical examination to enable professional determination of medical fitness for employment.

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PROBATIONARY PERIOD

You will be on probation initially for a period of six months and may be confirmed as a permanent employee upon successful and satisfactory completion of your probation. During your probation, your engagement by the company is provisional and subject to, amongst other things, your positive contributions to the company's objectives. The company reserves the right either to extend your period of probation or terminate your services, if your performance is found unsatisfactory. The company reserves the right to reduce or extend your probation period based on manager's feedback. You will continue and deemed to be on Probation until and unless confirmed by the company in writing about your performance and eligibility for regular employment.

TRAINING

Notwithstanding the at-will clause in this agreement, the Company reserves the right to make you undergo on the job training in the first twelve months (including the Initial Training), during which period you will be appraised for satisfactory performance during/after which Company would normally confirm you. This confirmation will be communicated to you in writing. You should also ensure that you shall continue your employment with the company for at least 36 months thereafter, period being June 1 ,2020 to June 1 ,2023 . Therefore, if you choose to be deployed on this Training and thereafter choose to discontinue your service before the completion of 36 Months, you will be required to compensate the Company with a sum of Rs. Four Lakh Fifty thousand only (Rs 4,50,000/-). The Company reserves the right to send you for any training or certification required to improve Specific Skills or for Knowledge Transfers activities, either in India or abroad, subject to the condition that you shall continue your employment with the company for at least 36 months thereafter. You shall unconditionally undertake to refund all expenses and costs incurred by the Company and/or Company's clients for/on such Training/Knowledge Transfer including travel expenses, if your employment ends within three (3) years of the date of completion of such Training/Knowledge Transfer, either because you resign (regardless of the reason) or abandon service or Company terminates your employment, on account of poor performance and/or professional misconduct and/or gross negligence on your part. Thirty-day notice shall be provided to improve the performance.

LEAVE POLICY

You will be eligible for 15 days of paid Vacation Leave, 6 days of Sick Leave in a calendar year. From the date of joining the company, a full-time employee will earn 1.25 day Vacation Leave on the month he or she works. You will accrue sick leave at the time of joining, maximum being 6 days in calendar year.

After completion of first 3 months of service with the company, a full-time employee is eligible for paid Vacation Leave. If an employee has pre-planned for Vacation Leave then he/she must communicate at the time of joining to HR for exceptional approval.

On completion of 3 years of service in the company you can encash Vacation leave upto maximum of 30 days. Leave encashment is done only with December payroll. Request for encashment should be sent by 5th Dec to HR & Finance Team.

Please refer & follow the guidelines to understand the process for availing Leave as per the Leave Policy which is shared in the GyanSys ESS portal.

SHIFT ALLOWANCE

Full Time Employees are eligible for the Shift Allowance if they are working from GyanSys Office post 10.30pm only. The Shift Allowance is calculated at Rs 300 per day. An Employee needs to get an approval from the Account Manager, Practice Manager & Project Manager in advance and keep the HR & Finance Team pre-informed.

Please refer & follow the guidelines to understand the process for availing Shift Allowance as per the Shift Allowance Policy which is shared in the GyanSys ESS portal.

NOTICE PERIOD FOR TERMINATION OF SERVICES

During probation, your services can be terminated with 30 days' notice or basic salary in lieu thereof, on either

side. After confirmation as a regular employee, in case you decide to leave the employment, you will be required to give 90 days' notice or basic salary in lieu thereof. If any of your assignment is pending or incomplete, 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 90 days' notice or basic salary in lieu thereof.

In the event of any breach of the code of conduct or non-performance of contractual obligation or the terms and conditions laid down in this Annexure or if you are guilty of any negligence or misconduct about or affecting the business or affairs of the Employer, your services in the Employer could be terminated without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

Misconduct will include but is not limited to:

- Going on or abetting a strike in contravention of any law.
- Causing damage to the property of the Employer or its employees.
- Continued discharge of work functions that do not meet the standards reasonably expected from you.
- Breach of confidentiality/secrecy provisions set out in Annexure B.
- Wilful insubordination or disobedience, whether in combination with another, of any lawful and reasonable instructions of any member of management.
- Engaging in outside employment or an outside business unconnected with your duties and obligations.
- Neglect of normal duties and functions.
- Disclosing to any unauthorized person any Proprietary Information or PII, as defined in Annexure B.
- Falsification / manipulation of GyanSys time & expenses in Replicon.
- Falsification / manipulation in Background Verification.
- Engaging in any illegal activities

The Employer further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests and to claim the actual damages it has suffered through any breach.

Absence from work for a consecutive period of three days, without prior approval, including an overstay of leave, will be treated as abandonment of services and you would be subject to immediate termination.

Upon termination of your employment with the Employer, you shall forthwith return to the Employer all the assets, software, code, protocols, manuals, programs, compilations of technical data, client or prospective client lists, Work in Progress and property of the Employer (including leased property), documents, files, books, papers, memos or any other property of the Employer or Connected Entities or their respective clients in your possession or under your control.

In case of employment termination for any reason related with misconduct or repetitive bad performance, the quarterly utilization bonus and KPI Bonus (If applicable) as part of your compensation structure would not be processed as part of full & final settlement.

WORK CONDUCT

The Employer expects all employees to maintain highest standard of professional conduct always.

To assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel.

It is not possible to list all the forms of behaviour that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including termination of employment:

- Irregular attendance: repeated or excessive absence, tardiness, uninformed excessive work from homes or early departures.
- Unreported absence for more than three days or unreported deviation from assigned and accepted schedule for more than five days.

- Falsification of employment records, employment information, or other records prior and after joining the Employer.
- Giving knowingly false statements, either verbally or in written form to any manager or co-employee.
- Excessive personal use of the Employer's telephone, fax or computer systems for non -business reasons.
- Practices such as having obscene posters / work station screen savers at your work place, playing games, watching movies at your workstation etc.
- Insubordination: wilful disobedience of any reasonable and legitimate instructions issued by any member of management or supervision and anyone authorized to act in such capacity, or addressing such person in an abusive, threatening or contemptuous manner in the presence of others.
- Theft, unauthorized removal or wilful damage to any property belonging to another employee, the Employer or to the Employer's customer or visitor.
- Introduction or possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon on the Employer property.
- Corruption, fraud, misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer.
- Any act prejudicial to or in conflict with the interests of the Employer.
- Gross negligence.

All employees conduct shall strictly adhere to the Employer's rules and regulations and amendments made to it from time to time.

TRANSFERS & TRAVEL POLICY

You are liable for transfer / deputation / secondment / training to any branch or to the offices of our associate companies, client locations or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the new assignment.

Employer will invest considerable time, effort and financial resources in Visa processing and overseas travel arrangements. All the expenses involved for your travel such us Travel (Return Air Fare/Cab/International Sim), Accommodation, Insurance, Per Diem, Visa Expenses (Visa Fee, Travel & Logistics claimed for Visa Interview) & any other expenses related with your travel which is not covered here (on actuals) will be governed by the rules of the Employer in force, from time to time. Employee will provide dedicated service to our client, completing the work/project assigned, and commit services to the Employer for at least twelve (12) months after returning to India or after being confirmed his project travel. If for any reason the Employee voluntarily leaves or resigns the employment during his/ her stay overseas or within twelve (12) months after being returned to India or after being confirmed for a project travel, employee agrees to repay the amount paid by the Employer in full.

SEXUAL HARASSMENT POLICY

This policy prohibiting harassment applies to all practitioners of GyanSys.

GyanSys is committed to providing a work environment free of any intimidation or harassment which is in any way related to an individual's race, colour, religion, gender, sexual preference, genetic information, atypical hereditary cellular or blood trait, ancestry, national origin, age, marital and family status, veteran status, disabilities, or any other classification, as protected by local law.

Specifically prohibited is any type of behaviour involving verbal or physical conduct by any practitioner which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment.

Harassment or intimidation includes, but is not limited to, slurs, epithets, threats, derogatory or objectionable conduct in the form of remarks, pictures, objects, inappropriate jokes, teasing, or any other type of conduct of a physical or verbal nature which is directed against someone due to any of the personal characteristics.

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GyanSys expects that all relationships among persons in and out of the office, from the most senior Practitioner to the most junior administrative staff member, will be business-like and free of bias, prejudice and harassment.

GyanSys recognizes that its practitioners may be subjected to prohibited harassment by non-Employer practitioners who conduct business with GyanSys. In these circumstances, the Employer acknowledges its responsibility to support and assist the Practitioner subjected to such harassment.

The Employer has no requirement for the form or content of a harassment complaint, only that it be made in good faith.

The complaint may be verbal or written. It is suggested that the individual making the complaint provide as much information as possible regarding the offending incident or conduct, such as what happened or is continuing to happen, the person or persons causing the harassment, and the time(s) and place(s) the incident or conduct occurred. If available, the names of witnesses should be provided, but an individual should not hesitate to report harassment merely because there are no witnesses or because he or she cannot identify the witnesses.

The Employer is committed to prompt examination of any harassment complaint received from any of its Practitioners and will take whatever action is appropriate under the circumstances, up to and including termination of employment.

Confidentiality for all parties involved will be respected to the utmost extent possible. The Employer's policy also prohibits retaliation against individuals who in good faith have filed complaints of harassment, even if insufficient evidence is found to support the complaint.

Moreover, if an individual believes that about work for the Employer, a client or an employee or agent of a client is subjecting him or her to harassment, these same procedures to report the harassment should be followed.

Although the Employer may not have the same control over outside persons causing harassment as it does over its own personnel, the Employer will still examine the harassment complaint promptly and take whatever action is appropriate under the circumstances.

If the complaint reported found to be false then the complainant may be subject to the disciplinary action as decided by the management.

Please refer & follow the guidelines as per the Sexual Harassment Policy which is shared in the GyanSys ESS portal.

GyanSys Infotech Pvt Ltd
Human Resources

I have read and understood the above policy terms.

Signature: Name: Date:

The above policies and benefits are subject to amendments from time to time. You shall also abide by all other policies, guidelines, rules and regulations of the Employer as shall be in force, from time to time, which may be accessed on the Employer's policy database.

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Animisha Parmar,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Bibhu Prasad Patra,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Jashaswini Mohanty,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

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Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
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3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Kriti Ranjan,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Mithlesh Kumar,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Nikhil Niraj,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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Cheers!
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Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
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B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
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C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Payal Panda,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Pradeep Kumar Ojha,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar** & **Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

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Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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A2.	House Rent Allowance	6307	75684
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A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
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C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Riya Sinha,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
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3	Employer's Contribution to ESIC	0	0
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A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Rohan Kumar,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar** & **Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Sagar Kumar Mishra,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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YOUR PERSONAL TEACHER ONLINE

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Reporting Time: 11:00 am

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Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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Cheers!
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Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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B5.	Leave Travel Allowance	0	0
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	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
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	Deductions		
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	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Shaswat Gupta,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Lakhsmi Singh	9731448235

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Cheers!
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Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Soumya Safalya Priyadarshini,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
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	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Soumyaranjan Sahoo,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

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#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
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	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Sourav Mishra,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
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A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
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* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Sulva Panda,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Lakhsmi Singh	9731448235

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Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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B5.	Leave Travel Allowance	0	0
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	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
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	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

ABBACUS
TECH INDIA PRIVATE LIMITED

Letter of Intent

Date: 16th, September, 2019

To,
Abinash Mohanty,
Bidyut Club, Samantarapur, Khurda,
Bhubaneswar, Pin code- 752055,

Dear Abinash,

We are pleased to formally offer you a position in Web Department, starting on 1st, December, 2019. Your official job title will be Technical Trainee, with a starting monthly salary of Rs. 12,000. Subject to various deductions as per companies and government policy this is a Full-time position. Your shift timings will be 11.00AM to 8.30PM.

Your employment cannot commence until you have signed and returned copy of this letter the time of joining. After carefully reviewing the information provided please sign, date and return this letter indicating your acceptance of the Job.

Best Regards,

Mushahid Rajput,

Abbacus Tech India Pvt.Ltd

Employee Acceptance

ARKITECHNO™
CONSULTANTS (INDIA) PVT. LTD.

MEMBER

AN ISO 9001-2015 CERTIFIED COMPANY

Letter No: HR/OFR/20-049

Date: 2nd Mar 2020

To,
Mr. Acharya Rocky Priyadarshan
S/O- Manas Ranjan Acharya,
Plot No-304, Shagun Plaza, Behera Sahi, Nyapalli, Nuasahi,
Bhubaneswar, Odisha - 751012

Dear Rocky,
This refers to your cv submitted & subsequent Interview with us we are pleased to offer you appointment in our Organization as **"Site Engineer"** for **"Third Party Quality Monitoring (TPQM) under Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) in the state of Odisha"** for Bhadrak zone.

You will be paid all inclusive gross salary of **Rs.12, 000/- (Rupees Twelve Thousand)** per month. You are also entitled for Rs 3000/- as accommodation allowance and TA/DA for regular site visit apart from your base location as per company norms.

Termination of employment by either party shall be 1 month's notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave. If your actions at any time constitute a serious breach of our standards of behavior, Organization may end this terminate your employment immediately.

You are advised to join us on **11th Mar 2020** at **Bhubaneswar Office**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this Offer of Appointment.

Please carry the following documents at the time of joining:
- Copies of Certificates in support of your Qualifications
- Copies of Certificates in support of your Experience
- Original Relieving Certificate from the current employer
- Passport copy, if available
- PAN Card copy, if available
- 3 Passport size photographs
- Residence Proof

We welcome you and look forward to a mutually beneficial association.

Please sign the duplicate copy of this letter and return it to us to indicate your acceptance of this offer.

Yours truly,
For ARKITECHNO Consultants (India) Pvt. Ltd

Pradipta Ku.Pala
Asst Vice President

I accept the offer as outlined above.

Name: Mr.Acharya Rocky Priyadarshan **Signature: _____ Date: _____**

ARKITECHNO™
CONSULTANTS (INDIA) PVT. LTD.

MEMBER

AN ISO 9001-2015 CERTIFIED COMPANY

Letter No: HR/OFR/20-050

Date: 2nd Mar 2020

To,
Mr. Kishan Kumar Das
S/O- Alok Kumar Das,
Bali Sahi, Barahi Lane,
Puri, Odisha- 752001

Dear Kishan,
This refers to your cv submitted & subsequent Interview with us we are pleased to offer you appointment in our Organization as **"Site Engineer"** for **"Third Party Quality Monitoring (TPQM) under Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) in the state of Odisha"** for Bhadrak zone.

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- 3 Passport size photographs
- Residence Proof

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Please sign the duplicate copy of this letter and return it to us to indicate your acceptance of this offer.

Yours truly,
For ARKITECHNO Consultants (India) Pvt. Ltd

Pradipta Ku.Pala
Asst Vice President

I accept the offer as outlined above.

Name: Mr.Kishan Kumar Das **Signature: _____ Date: _____**

ARKITECHNO™
CONSULTANTS (INDIA) PVT. LTD.

MEMBER

AN ISO 9001-2015 CERTIFIED COMPANY

Letter No: HR/OFR/20-051

Date: 2nd Mar 2020

To,
Ms. Rituparna Prusty
D/O - Saroj Prusty,
Ranihat, Sagadiya Sahi,
Dist- Cuttack, Odisha- 753001

Dear Rituparna,
This refers to your cv submitted & subsequent Interview with us we are pleased to offer you appointment in our Organization as **"Site Engineer"** for **"Third Party Quality Monitoring (TPQM) under Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) in the state of Odisha"** for Bhadrak zone.

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- Copies of Certificates in support of your Experience
- Original Relieving Certificate from the current employer
- Passport copy, if available
- PAN Card copy, if available
- 3 Passport size photographs
- Residence Proof

We welcome you and look forward to a mutually beneficial association.

Please sign the duplicate copy of this letter and return it to us to indicate your acceptance of this offer.

Yours truly,
For ARKITECHNO Consultants (India) Pvt. Ltd

Pala

Pradipta Ku.Pala
Asst Vice President

I accept the offer as outlined above.

Name: Ms.Rituparna Prusty **Signature: _____ Date: _____**

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Durgaprasad Roychoudhury,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

ABBACUS
TECH INDIA PRIVATE LIMITED

Letter of Intent

Date: 16th, September, 2019

To,
Barnarupa Rout,
AT- Nazarpur,P.O- Jagatpur,
Dist-Cuttack, Pin-754021

Dear Barnarupa,

We are pleased to formally offer you a position in Web Department, starting on 1st , December, 2019. Your official job title will be Technical Trainee, with a starting monthly salary of Rs. 12,000. Subject to various deductions as per companies and government policy this is a Full-time position. Your shift timings will be 11.00AM to 8.30PM.

Your employment cannot commence until you have signed and returned copy of this letter the time of joining. After carefully reviewing the information provided please sign, date and return this letter indicating your acceptance of the Job.

Best Regards,

Mushahid Rajput,

Abbacus Tech India Pvt.Ltd

Employee Acceptance

ABBACUS
TECH INDIA PRIVATE LIMITED

Letter of Intent

Date: 16th, September, 2019

To,
Bikram Keshari Parida,
IRC Village, Nayapalli,
Bhubaneswar, Pin-751015

Dear Bikram,

We are pleased to formally offer you a position in Web Department, starting on 1st, December, 2019. Your official job title will be Technical Trainee, with a starting monthly salary of Rs. 12,000. Subject to various deductions as per companies and government policy this is a Full-time position. Your shift timings will be 11.00AM to 8.30PM.

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Best Regards,

Mushahid Rajput,

Abbacus Tech India Pvt.Ltd

Employee Acceptance

ABBACUS
TECH INDIA PRIVATE LIMITED

Letter of Intent

Date: 16th, September, 2019

To,
Girish Kumar Pandey,
AT- Kapaleswar, P.O- Choudwar,
Dist-Cuttack, Pin-754025

Dear Girish,

We are pleased to formally offer you a position in Web Department, starting on 1st, December, 2019. Your official job title will be Technical Trainee, with a starting monthly salary of Rs. 12,000. Subject to various deductions as per companies and government policy this is a Full-time position. Your shift timings will be 11.00AM to 8.30PM.

Your employment cannot commence until you have signed and returned copy of this letter the time of joining. After carefully reviewing the information provided please sign, date and return this letter indicating your acceptance of the Job.

Best Regards,

Mushahid Rajput,

Abbacus Tech India Pvt.Ltd

Employee Acceptance

ABBACUS
TECH INDIA PRIVATE LIMITED

Letter of Intent

Date: 16th, September, 2019

To,
M Divya Jyoti,
Plot No- A-1026/3093, Lane- 3, Satabdi Nagar,
Baramunda, Odisha, Pin code- 751003

Dear Divya,

We are pleased to formally offer you a position in Web Department, starting on 1st, December, 2019. Your official job title will be Technical Trainee, with a starting monthly salary of Rs. 12,000. Subject to various deductions as per companies and government policy this is a Full-time position. Your shift timings will be 11.00AM to 8.30PM.

Your employment cannot commence until you have signed and returned copy of this letter the time of joining. After carefully reviewing the information provided please sign, date and return this letter indicating your acceptance of the Job.

Best Regards,

Mushahid Rajput,

Abbacus Tech India Pvt.Ltd

Employee Acceptance

ABBACUS
TECH INDIA PRIVATE LIMITED

Letter of Intent

Date: 16th, September, 2019

To,
Pratyush Sahoo,
IRC Village, Nayapalli,
Bhubaneswar, Pin-751015

Dear Pratyush,

We are pleased to formally offer you a position in Web Department, starting on 1st, December, 2019. Your official job title will be Technical Trainee, with a starting monthly salary of Rs. 12,000. Subject to various deductions as per companies and government policy this is a Full-time position. Your shift timings will be 11.00AM to 8.30PM.

Your employment cannot commence until you have signed and returned copy of this letter the time of joining. After carefully reviewing the information provided please sign, date and return this letter indicating your acceptance of the Job.

Best Regards,

Mushahid Rajput,

Abbacus Tech India Pvt.Ltd

Employee Acceptance

ARKITECHNO™
CONSULTANTS (INDIA) PVT. LTD.

MEMBER

AN ISO 9001-2015 CERTIFIED COMPANY

Letter No: HR/OFR/20-052

Date: 2nd Mar 2020

To,
Ms. Barsha Singh
D/O- Ramesh Kumar Singh,
House No.- RAY/18, Badhei Sahi, Buxi Bazaar,
Cuttack, Odisha- 753001

Dear Barsha,
This refers to your cv submitted & subsequent Interview with us we are pleased to offer you appointment in our Organization as **"Site Engineer"** for **"Third Party Quality Monitoring (TPQM) under Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) in the state of Odisha"** for Bhadrak zone.

You will be paid all inclusive gross salary of **Rs.12, 000/- (Rupees Twelve Thousand)** per month. You are also entitled for Rs 3000/- as accommodation allowance and TA/DA for regular site visit apart from your base location as per company norms.

Termination of employment by either party shall be 1 month's notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave. If your actions at any time constitute a serious breach of our standards of behavior, Organization may end this terminate your employment immediately.

You are advised to join us on **11th Mar 2020** at **Bhubaneswar Office**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this Offer of Appointment.

Please carry the following documents at the time of joining:
- Copies of Certificates in support of your Qualifications
- Copies of Certificates in support of your Experience
- Original Relieving Certificate from the current employer
- Passport copy, if available
- PAN Card copy, if available
- 3 Passport size photographs
- Residence Proof

We welcome you and look forward to a mutually beneficial association.

Please sign the duplicate copy of this letter and return it to us to indicate your acceptance of this offer.

Yours truly,
For ARKITECHNO Consultants (India) Pvt. Ltd

Pala

Pradipta Ku.Pala
Asst Vice President

I accept the offer as outlined above.

Name: Ms.Barsha Singh **Signature: _____ Date: _____**

ARKITECHNO™
CONSULTANTS (INDIA) PVT. LTD.

MEMBER

AN ISO 9001-2015 CERTIFIED COMPANY

Letter No: HR/OFR/20-053

Date: 2nd Mar 2020

To,
Mr. Biswajit Barik
C/O- Bidyadhar Barik,
Birla Tyres Workers Colony,AT/P.O- Channapur,
Balasore, Odisha- 756056

Dear Biswajit,
This refers to your cv submitted & subsequent Interview with us we are pleased to offer you appointment in our Organization as **"Site Engineer"** for **"Third Party Quality Monitoring (TPQM) under Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) in the state of Odisha"** for Bhadrak zone.

You will be paid all inclusive gross salary of **Rs.12, 000/- (Rupees Twelve Thousand)** per month. You are also entitled for Rs 3000/- as accommodation allowance and TA/DA for regular site visit apart from your base location as per company norms.

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- Original Relieving Certificate from the current employer
- Passport copy, if available
- PAN Card copy, if available
- 3 Passport size photographs
- Residence Proof

We welcome you and look forward to a mutually beneficial association.

Please sign the duplicate copy of this letter and return it to us to indicate your acceptance of this offer.

Yours truly,
For ARKITECHNO Consultants (India) Pvt. Ltd

Pradipta Ku.Pala
Asst Vice President

I accept the offer as outlined above.

Name: Mr.Biswajit Barik **Signature: _____ Date: _____**

ARKITECHNO™
CONSULTANTS (INDIA) PVT. LTD.

MEMBER

AN ISO 9001-2016 CERTIFIED COMPANY

Letter No: HR/OFR/20-054

Date: 2nd Mar 2020

To,
Mr. Jyoti Prakash Naik
S/O- Raghunath Naik,
FR-50/1, Sailashree Vihar, Chandrasekharpur,
Bhubaneswar, Odisha- 751021

Dear Jyoti,
This refers to your cv submitted & subsequent Interview with us we are pleased to offer you appointment in our Organization as **"Site Engineer"** for **"Third Party Quality Monitoring (TPQM) under Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) in the state of Odisha"** for Bhadrak zone.

You will be paid all inclusive gross salary of **Rs.12, 000/- (Rupees Twelve Thousand)** per month. You are also entitled for Rs 3000/- as accommodation allowance and TA/DA for regular site visit apart from your base location as per company norms.

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You are advised to join us on **11th Mar 2020** at **Bhubaneswar Office**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this Offer of Appointment.

Please carry the following documents at the time of joining:
- Copies of Certificates in support of your Qualifications
- Copies of Certificates in support of your Experience
- Original Relieving Certificate from the current employer
- Passport copy, if available
- PAN Card copy, if available
- 3 Passport size photographs
- Residence Proof

We welcome you and look forward to a mutually beneficial association.

Please sign the duplicate copy of this letter and return it to us to indicate your acceptance of this offer.

Yours truly,
For ARKITECHNO Consultants (India) Pvt. Ltd

Pradipta Ku.Pala
Asst Vice President

I accept the offer as outlined above.

Name: Mr.Jyoti Prakash Naik **Signature: _____ Date: _____**

ARKITECHNO™
CONSULTANTS (INDIA) PVT. LTD.

MEMBER

AN ISO 9001-2015 CERTIFIED COMPANY

Letter No: HR/OFR/20-055

Date: 2nd Mar 2020

To,
Mr. Maniratnam Das
C/O- Radhashyam Das
Plot No- 1189, M Rout Colony, Nilakantha Nagar
Nayapalli, Bhubaneswar, Odisha- 751012

Dear Maniratnam,
This refers to your cv submitted & subsequent Interview with us we are pleased to offer you appointment in our Organization as **"Site Engineer"** for **"Third Party Quality Monitoring (TPQM) under Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) in the state of Odisha"** for Bhadrak zone.

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- Passport copy, if available
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- 3 Passport size photographs
- Residence Proof

We welcome you and look forward to a mutually beneficial association.

Please sign the duplicate copy of this letter and return it to us to indicate your acceptance of this offer.

Yours truly,
For ARKITECHNO Consultants (India) Pvt. Ltd

Pradipta Ku.Pala
Asst Vice President

I accept the offer as outlined above.

Name: Mr.Maniratnam Das **Signature: _____ Date: _____**

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Rajashree Mallick,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Ankita Singh Deo,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
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	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Ashutosh Kar,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Cognizant

28-Jan-2020

Dear Aditya Krishnan,
B.Tech/B.E., Electronics & Telecommunications
Trident Academy of Technology

Candidate ID – 13949653

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Aditya Krishnan **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

28-Jan-2020

Dear Priyadarshi Dutta,
B.Tech/B.E., Electronics & Telecommunications
Trident Academy of Technology

Candidate ID – 13949652

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Please note
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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Priyadarshi Dutta **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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Cognizant

28-Jan-2020

Dear Ashutosh Dwibedi,
B.Tech/B.E., Electronics & Telecommunications
Trident Academy of Technology

Candidate ID – 13949653

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Yours sincerely,
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Suresh Bethavandu
Global Head-Talent Acquisition
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Signature : **Date:**

Cognizant

Annexure A

Name: Ashutosh Dwibedi **Designation:** Programmer Analyst Trainee

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Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/30-01/4074 **Date: 30-Jan-2020**

Dear **Ms. Sagarika Priyadarshini,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

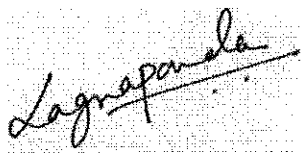
As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 1st February 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,



Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/30-01/4075 **Date: 30-Jan-2020**

Dear **Mr. Vishal Kumar,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

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We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagnapanda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM Technologies Pvt. Ltd., Level-6, OCAC Tower, Bhubaneswar-751013, Odisha, India.
Tel: +91 674 6635 900 | Fax: +91 674 2567 791 | Email: info@csmpl.com

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Arpan Singh
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Arpan,

Subject : Offer letter of employment as **System Admin Executive.**

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive**. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: https://careers.extramarks.com/index/filldetail/refId/Mjk4NzQ1MjQ=

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019**.

_____
Accepted

Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph. : +91-120-4175300

Date : 18-Sep-2019
Name : Satyabrata Parhi
Location : Jharkhand,
Address : Q. No.-AD/7, Chasnalla South Colony, , Dhanbad, Jharkhand - 828135

Dear Satyabrata,

Subject : Offer letter of employment as **System Admin Executive.**

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **System Admin Executive.** Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **23-Sep-2019,** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: https://careers.extramarks.com/index/filldetail/refId/Mjk4NzQ1MjQ=

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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

Sahil

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **23-Sep-2019.**

_____
Accepted

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Ashirbad Singh,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Ashish Kumar Barik,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Suraj Das,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Pankhuri Kumari,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

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Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
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A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
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	Deductions		
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* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Jayashree Tripathy,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

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Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Chitta Ranjan Barik,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Debasish Parhi,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Shubham Kumar Roy,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Abhijit Jena,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar** & **Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Rajesh Sahoo,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

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#151, 9th Main Road, Sector - 6 HSR Layout,
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Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Akash Kumar,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Goutam Kumar Ray,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
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3	Employer's Contribution to ESIC	0	0
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Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Parfulla Kumar Rout,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Soumyashree Dey,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

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YOUR PERSONAL TEACHER ONLINE

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#151, 9th Main Road, Sector - 6 HSR Layout,
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Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
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Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Soumyaranjan Jena,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Reporting Time: 11:00 am

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Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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Cheers!
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Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
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	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
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	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Subham Susekhar Pani,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Subhashree Deobabu,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Vedantu
YOUR PERSONAL TEACHER ONLINE

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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Supriya Mallick,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

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Vedantu
YOUR PERSONAL TEACHER ONLINE

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Bangalore, Karnataka 560102.
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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
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	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
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	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Shubhajeet Dey,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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YOUR PERSONAL TEACHER ONLINE

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Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Cognizant

28-Jan-2020

Dear Dibyajyoti Panigrahi,
B.Tech/B.E., Information Technology
Trident Academy of Technology

Candidate ID – 13949654

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Dibyajyoti Panigrahi **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

28-Jan-2020

Dear Nishchay Kumar Sahu,
B.Tech/B.E., Information Technology
Trident Academy of Technology

Candidate ID – 13949655

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Nishchay Kumar Sahu **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

28-Jan-2020

Dear Shamma Praveen,
B.Tech/B.E., Information Technology
Trident Academy of Technology

Candidate ID – 13949656

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Shamma Praveen **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
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Cognizant

28-Jan-2020

Dear Soumya Sourav Nanda,
B.Tech/B.E., Information Technology
Trident Academy of Technology

Candidate ID – 13949657

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Soumya Sourav Nanda **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
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Cognizant

28-Jan-2020

Dear Surbhi Jyoti,
B.Tech/B.E., Information Technology
Trident Academy of Technology

Candidate ID – 13949658

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Surbhi Jyoti **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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As an associate you are also entitled to the following additional benefits:

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Cognizant

28-Jan-2020

Dear Swagat Barik,
B.Tech/B.E., Information Technology
Trident Academy of Technology

Candidate ID – 13949659

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
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Signature : **Date:**

Cognizant

Annexure A

Name: Swagat Barik **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
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Cognizant

28-Jan-2020

Dear Tusar Kanta Swain,
B.Tech/B.E., Information Technology
Trident Academy of Technology

Candidate ID – 13949660

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

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Suresh Bethavandu
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Signature : **Date:**

Cognizant

Annexure A

Name: Tusar Kanta Swain **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **D Parwateshwar Rao,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Abhilash Arya,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
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Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Amit Prava Patra,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Lakhsmi Singh	9731448235

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Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

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* TDS applicable as per Income Tax Rule

CapitalVia®

Date: 4-Dec-2019

Letter of Intent

Dear **Abhinash Samal,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.

2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
Basic (Includes Employee PF Contribution)		1,80,000
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
Gross Salary		**2,74,800**
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
CTC		**3,05,040**

CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec,** henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

CapitalVia®

Date: 4-Dec-2019

Letter of Intent

Dear **Akhilesh Dubey,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

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CTC		**3,05,040**

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- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
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- The notice period applicable to you would be **1 Month.**

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

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8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

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We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

CapitalVia®

Date: 4-Dec-2019

Letter of Intent

Dear **Anwesha Tripathy,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

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2. Your compensation on a cost to company basis will be **INR 3,05,040/-** (Details of which you can find below)

Client Acquisition Manager		
Grade: E1	Level: Junior Executive	Band: B2
Details of Remuneration		**Annual Amount (Rs.)**
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CTC		**3,05,040**

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- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month.**

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

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Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

CapitalVia®

Date: 4-Dec-2019

Letter of Intent

Dear **B Parsheya,**

Thank you for participating in our selection process. We are pleased to offer you the position of **'Client Acquisition Manager'** on the following terms and conditions:

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- The service agreement will be of **1 Year** with training cost of **INR** 75,000/- ; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**

6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.

9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **5th Dec**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head – HR
CapitalVia Global Research Limited

ICICI PRUDENTIAL LIFE INSURANCE

HRD / OfferIr / ATS497035 *Private & Confidential*

Jan 09, 2020

Biswajit Panda

Dear Biswajit,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Rourkela.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	5,375	64,500
Flexible Compensation Plan	2,709	32,503
Supplementary Allowance	7,525	90,300
Minimum Statutory Bonus	501	6020
Total [A]	18,733	2,24,795
Employer's Contribution to PF	1548	18,576
Gratuity	258	3,100
Retirals [B]	1,806	21,676
Annual Guaranteed Pay (AGP) [A+B]	17,916	2,15,000
Conveyance Allowance	1,720	20,640
Mobile Reimbursement*	645	7,740

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

ICICI PRUDENTIAL

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.

3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.

4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

a. Any breach of the conditions mentioned in this letter on your part or
b. Any incorrect information furnished by you like:
    i. Mismatch in your previous employment date even for a day or
    ii. Mismatch in your previous pay slip or
    iii. Fake qualification certificates etc or
c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.

Subhashish Banerji
Executive Vice President - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Anmita Mishra

Signature & date: _____

ICICI PRUDENTIAL LIFE INSURANCE

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

-1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences

-2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need

-3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	• Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days	Employee

**Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.*

*** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.*

**** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.*

ICICI PRUDENTIAL

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

ICICI PRUDENTIAL

HRD / OfferIr / ATS497036 *Private & Confidential*

Jan 09, 2020

Debojit Behera

Dear Debojit,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Rourkela.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

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Conveyance Allowance	1,720	20,640
Mobile Reimbursement*	645	7,740

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

ICICI PRUDENTIAL LIFE INSURANCE

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.

3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.

4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

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    i. Mismatch in your previous employment date even for a day or
    ii. Mismatch in your previous pay slip or
    iii. Fake qualification certificates etc or
c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.

Subhashish Banerji
Executive Vice President - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Anmita Mishra

Signature & date: _____

ICICI PRUDENTIAL

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

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-2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need

-3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

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Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	• Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days	Employee

**Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.*

*** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.*

**** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.*

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

ICICI PRUDENTIAL

HRD / OfferIr / ATS497037 *Private & Confidential*

Jan 09, 2020

Dibyashree Behera

Dear Dibyashree,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Rourkela.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

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Your compensation details are mentioned below in Table I.

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Employer's Contribution to PF	1548	18,576
Gratuity	258	3,100
Retirals [B]	1,806	21,676
Annual Guaranteed Pay (AGP) [A+B]	17,916	2,15,000
Conveyance Allowance	1,720	20,640
Mobile Reimbursement*	645	7,740

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Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

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ICICI PRUDENTIAL

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

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We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.

Subhashish Banerji
Executive Vice President - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Anmita Mishra

Signature & date: _____

ICICI PRUDENTIAL

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

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Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
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ICICI PRUDENTIAL

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ICICI PRUDENTIAL LIFE INSURANCE

Private & Confidential

HRD / OfferIr / ATS497038

Jan 09, 2020

Dipanjali Routray

Dear Dipanjali,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Rourkela.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

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ICICI PRUDENTIAL

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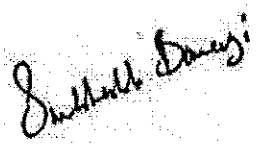
c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Executive Vice President - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Anmita Mishra Signature & date: _____

ICICI PRUDENTIAL

Annexure I: Our Cornerstones

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Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	• Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days	Employee

**Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.*

*** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.*

**** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.*

ICICI PRUDENTIAL LIFE INSURANCE

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

ICICI PRUDENTIAL LIFE INSURANCE

Private & Confidential

HRD / Offerlr / ATS497039

Jan 09, 2020

Diptirekha Mohapatra

Dear Diptirekha,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Rourkela.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	5,375	64,500
Flexible Compensation Plan	2,709	32,503
Supplementary Allowance	7,525	90,300
Minimum Statutory Bonus	501	6020
Total [A]	18,733	2,24,795
Employer's Contribution to PF	1548	18,576
Gratuity	258	3,100
Retirals [B]	1,806	21,676
Annual Guaranteed Pay (AGP) [A+B]	17,916	2,15,000
Conveyance Allowance	1,720	20,640
Mobile Reimbursement*	645	7,740

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

ICICI PRUDENTIAL

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.

3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.

4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

a. Any breach of the conditions mentioned in this letter on your part or
b. Any incorrect information furnished by you like:
    i. Mismatch in your previous employment date even for a day or
    ii. Mismatch in your previous pay slip or
    iii. Fake qualification certificates etc or
c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.

Subhashish Banerji
Executive Vice President - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Anmita Mishra Signature & date: _____

ICICI PRUDENTIAL

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

-1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences

-2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need

-3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	• Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days	Employee

**Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.*

*** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.*

**** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.*

ICICI PRUDENTIAL LIFE INSURANCE

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Justdial

To, Smita Mishra
Kolkata

Dear Smita,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153220.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only)**,which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

"Accepted By"

Mudra Rastogi
Regional Head - Human Resources

Smita Mishra
08-02-2020 10:09:16

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Smita Mishra	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home {a - b - C2}**	**16685**	**15595**
Overall CTC	**21583**	**23000**

*** Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Smita Mishra
08-02-2020 10:09:16

Justdial

To, Sunil Shetty
Kolkata

Dear Sunil,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153221.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Sunil Shetty
08-02-2020 11:00:10

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sunil Shetty	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home (a - b - C2)**	**16685**	**15595**
Overall CTC	**21583**	**23000**

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

"Accepted By"

Mudra Rastogi
Regional Head - Human Resources

Sunil Shetty
08-02-2020 11:00:10

Justdial

To, Suryaprakash Mohanty
Kolkata

Dear Suryaprakash,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153222.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Suryaprakash Mohanty	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home {a - b - C2}**	**16685**	**15595**
Overall CTC	**21583**	**23000**

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Suryaprakash Mohanty
07-02-2020 13:05:10

Justdial

To, Syed Ashraf Hussain
Kolkata

Dear Syed,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153223.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Ashraf Hussain	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home (a - b - C2)**	**16685**	**15595**
Overall CTC	**21583**	**23000**

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Syed Ashraf Hussain
06-02-2020 10:05:11

Justdial

To, Kanungo Jibanendu Mohanty
Kolkata

Dear Jibanendu,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153224.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Kanungo Jibanendu Mohanty	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	05-02-2020 259000/- per annum	
CTC (in INR)		
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home {a - b - C2}**	**16685**	**15595**
Overall CTC	**21583**	**23000**

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Kanungo Jibanendu Mohanty
08-02-2020 10:33:11

Justdial

To, Hemant Kumar Das
Kolkata

Dear Hemant,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153225.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

Annexure:-

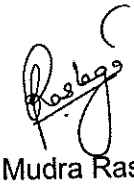
Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Hemant Kumar Das	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home (a - b - C2)**	**16685**	**15595**
Overall CTC	**21583**	**23000**

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

"Accepted By"



Mudra Rastogi
Regional Head - Human Resources

Hemant Kumar Das
07-02-2020 11:36:10

Justdial

To, Pinky Kumari Gupta
Kolkata

Dear Pinky,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153226.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Pinky Kumar Gupta	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home (a - b - C2)**	**16685**	**15595**
Overall CTC	**21583**	**23000**

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

"Accepted By"

Mudra Rastogi
Regional Head - Human Resources

Pinky Kumari Gupta
08-02-2020 11:30:10

Justdial

To, Priyanka Rani Dash
Kolkata

Dear Priyanka,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153227.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only)**,which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

*You will be eligible for Salary revision & Retention bonus on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

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Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

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d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
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After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
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Designation	Certified Internet	
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	(First 3 months)	**(4th Month onwards)**
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Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
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Overall CTC	**21583**	**23000**

* **Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

"Accepted By"

Mudra Rastogi
Regional Head - Human Resources

Priyanka Rani Dash
06-02-2020 12:32:11

Justdial

To, Raja Dev
Kolkata

Dear Raja,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153227.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Raja Dev
07-02-2020 10:40:10

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Raja Dev	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home (a - b - C2)**	**16685**	**15595**
Overall CTC	**21583**	**23000**

*** Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Raja Dev
07-02-2020 10:40:10

Justdial

To, Salin Dash
Kolkata

Dear Salin,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10153228.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **05-02-2020** and your place of posting is **HAZARIBAGH**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 259000 (Two lakh fifty nine thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:
1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.10200/-
4. Total CTC per annum - Rs. 259000/-

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure.**
Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.

b. Your services may be terminated after confirmation by giving 30 days

c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.

e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h.You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD"mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

14. General

a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.

b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.

c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.

d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.

e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

15. AUTHORIZATION FOR ANTECEDENT VERIFICATION

Upon your consent to your appointment letter, you hereby affirm your consent or no objection to the Company (including its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company, or its group companies / any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments / usage of information and data for the purpose of your employment with the organisation.

Please note-
Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.
In case you have not accepted the appointment letter within 24 hours from the receipt of the link,it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Mudra Rastogi
Regional Head - Human Resources

"Accepted By"

Salin Dash
08-02-2020 10:40:10

Justdial

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Salin Dash	
Department	Sales	
Designation	Certified Internet	
Effective Date	Consultant 05-02-2020	
CTC (in INR)	259000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	8500	8500
House Rent Allowance (HRA)	4000	4450
Attire Allowance	0	1750
Field Allowance	0	1300
Salary (C1)	**12325**	**16000**
Statutory Components		
Employer PF Contribution	1020	1020
Employer ESIC Contribution	520	520
Benefit's(C2)	**1540**	**1540**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	**0**	**0**
Statutory Bonus	**735**	**735**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**18400**	**23000**
Deductions		
Employee PF Contribution	1020	1020
Employee ESIC Contribution	120	120
Total Deductions (b)	**1140**	**1140**
***Net Take Home (a - b - C2)**	**16685**	**15595**
Overall CTC	**21583**	**23000**

*** Net Take Home** is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

"Accepted By"

Mudra Rastogi
Regional Head - Human Resources

Salin Dash
08-02-2020 10:40:10

Utkarsh Small Finance Bank

Offer of Appointment

November 12th, 2019

Dear Manish Mangraj

Trident Group of Institutions

Offer from Utkarsh Small Finance Bank Ltd. For the Post of Customer Service Officer- Liabilities

We are glad to offer you the position of **Customer Service Officer- Liabilities** in the grade of **Senior Executive.** Your initial place of posting will be **Baramunda- GB, East Zone.** The allocation of work will depend on the basis of organizational requirement, from time to time.

Your employment with the Bank shall:

- commence from the date of joining.
- be subject to completion of your Post Graduate Program.
- be confirmed after the successful completion of minimum 6 months' Probation Period.

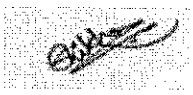
The CTC details is attached as **Annexure- 1.**

Other Benefits:

- Leave
- Medical Insurance (As per policy of the company)
- Term Insurance (As per policy of the company)
- Other Benefits/Facilities as applicable to the offered position and grade.

Please note that breakup of salary structure may be reviewed and there may be some change in the component of salary. However, it will be ensured that there is no negative impact on the overall CTC.

Your joining will be followed by a comprehensive Training Program in which you will be undergoing different aspects of banking and domain skills related to your job profile. The details and duration of the same will be shared with you separately.



Utkarsh Small Finance Bank

JOINING FORMALITIES

Following documents will be required to complete the joining formalities at the time of joining the Bank.

- 5 recent passport size white background photographs.
- Photo copy of PAN. (Original to be produced for verification)
- Photo copy of Aadhar card. (Original to be produced for verification)
- Photocopy of all education certificates and mark sheets (10^{th} onwards). (Original to be produced for verification)
- Indemnity Bond (if applicable)

Please note that we will not be able to process your joining if the above documents are not presented/deposited at the time of joining. In such case your joining will be delayed.

Please feel free to contact for any clarifications.

Thanks & Regards

For UTKARSH SMALL FINANCE BANK Ltd.

Shikha Dutta

Deputy Vice President- HR & Training

Utkarsh Small Finance Bank

Name- Manish Mangaj

Grade- Senior Executive

Annexure I:

Salary Components	₹ Per Annum	₹ Per Month
Basic Salary	180,250	15,021
Medical Allowance	10,200	850
Fuel Allowance	24,000	2,000
Statutory Bonus	30,480	2,540
Other Allowance	50,808	4,234
Gross Salary	**295,738**	**24,645**
Employer PF	21,600	1,800
Employer Gratuity	8,662	722
Total Fixed CTC	**3,26,000**	**27,167**
Average Performance based Annual Bonus*	15,000	1,250
Mediclaim Benefits Coverage	9,000	750
Total Cost to Company	**350,000**	**29,167**

"Please note that the break-up of salary structure may be reviewed and there may be change in the components. However, it will be ensured that there is no negative impact on the overall CTC".

*Based on performance actual amount may vary

Utkarsh Small Finance Bank

Offer of Appointment

November 12th, 2019

Dear Mihir Kumar Sahoo

Trident Group of Institutions

Offer from Utkarsh Small Finance Bank Ltd. For the Post of Customer Service Officer- Liabilities

We are glad to offer you the position of **Customer Service Officer- Liabilities** in the grade of **Senior Executive**. Your initial place of posting will be **Baramunda- GB, East Zone**. The allocation of work will depend on the basis of organizational requirement, from time to time.

Your employment with the Bank shall:

- commence from the date of joining.
- be subject to completion of your Post Graduate Program.
- be confirmed after the successful completion of minimum 6 months' Probation Period.

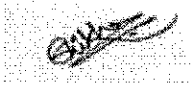
The CTC details is attached as **Annexure- 1.**

Other Benefits:

- Leave
- Medical Insurance (As per policy of the company)
- Term Insurance (As per policy of the company)
- Other Benefits/Facilities as applicable to the offered position and grade.

Please note that breakup of salary structure may be reviewed and there may be some change in the component of salary. However, it will be ensured that there is no negative impact on the overall CTC.

Your joining will be followed by a comprehensive Training Program in which you will be undergoing different aspects of banking and domain skills related to your job profile. The details and duration of the same will be shared with you separately.



Utkarsh Small Finance Bank

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- Indemnity Bond (if applicable)

Please note that we will not be able to process your joining if the above documents are not presented/deposited at the time of joining. In such case your joining will be delayed.

Please feel free to contact for any clarifications.

Thanks & Regards

For UTKARSH SMALL FINANCE BANK Ltd.

Shikha Dutta

Deputy Vice President- HR & Training

Utkarsh Small Finance Bank

Name- Mihir Kumar Sahoo

Grade- Senior Executive

Annexure I:

Salary Components	₹ Per Annum	₹ Per Month
Basic Salary	180,250	15,021
Medical Allowance	10,200	850
Fuel Allowance	24,000	2,000
Statutory Bonus	30,480	2,540
Other Allowance	50,808	4,234
Gross Salary	**295,738**	**24,645**
Employer PF	21,600	1,800
Employer Gratuity	8,662	722
Total Fixed CTC	**3,26,000**	**27,167**
Average Performance based Annual Bonus*	15,000	1,250
Mediclaim Benefits Coverage	9,000	750
Total Cost to Company	**350,000**	**29,167**

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*Based on performance actual amount may vary

Utkarsh Small Finance Bank

Offer of Appointment

November 12th, 2019

Dear Milan Sahoo

Trident Group of Institutions

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Utkarsh Small Finance Bank

Offer of Appointment

November 12th, 2019

Dear Narmada Nayak

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Shikha Dutta

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Utkarsh Small Finance Bank

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Utkarsh Small Finance Bank

Offer of Appointment

November 12th, 2019

Dear P Sandeep Reddy

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Cognizant

28-Jan-2020

Dear Brundabati Panigrahy,
Master of Computer Aplication
Trident Academy of Technology

Candidate ID – 13949662

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Brundabati Panigrahi **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

28-Jan-2020

Dear Debakanta Panda,
Master of Computer Aplication
Trident Academy of Technology

Candidate ID – 13949663

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

Yours sincerely,
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Suresh Bethavandu
Global Head-Talent Acquisition

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Signature : **Date:**

Cognizant

Annexure A

Name: Debakanta Panda **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
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Cognizant

28-Jan-2020

Dear Gayatri Sahoo,
Master of Computer Aplication
Trident Academy of Technology

Candidate ID – 13949664

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Annexure A

Name: Gayatri Sahoo **Designation:** Programmer Analyst Trainee

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3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.
**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/30-01/4076 **Date: 30-Jan-2020**

Dear **Mr. Jagannath Nayak,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 1st February 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/30-01/4077 **Date: 30-Jan-2020**

Dear **Mr. Kasna Batul,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

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We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagnapanda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

Ref.: CSMPL/OL/BBSR/BSS/30-01/4078 **Date: 30-Jan-2020**

Dear **Mr. Manoranjan Sahoo,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

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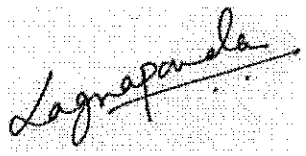
We want to take this opportunity to welcome you into the company.

Yours Sincerely,



Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/30-01/4079 **Date: 30-Jan-2020**

Dear **Mr. Mukesh Patel,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
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We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

Ref.: CSMPL/OL/BBSR/BSS/30-01/4080 **Date: 30-Jan-2020**

Dear **Mr. Santosh Kumar Parida,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
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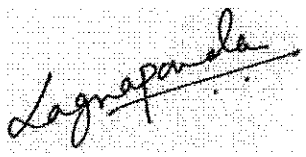
Please send your acceptance by replying to the email by 1st February 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,



Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/30-01/4081 **Date: 30-Jan-2020**

Dear **Mr. Abinash Mohapatra,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 12th February 2020. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
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As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

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Please send your acceptance by replying to the email by 1st February 2020, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagnapanda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM Technologies Pvt. Ltd., Level-6, OCAC Tower, Bhubaneswar-751013, Odisha, India.
Tel: +91 674 6635 900 | Fax: +91 674 2567 791 | Email: info@csmpl.com

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Avinash Kumar Mahto,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Rupkiran Rout,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
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3	Employer's Contribution to ESIC	0	0
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A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
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	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Chandan Kumar Gantayat,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

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We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Dinesh Kumar Sahoo,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Hadibandhu Marndi,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar** & **Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

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Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Jagannath Naik,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar** & **Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training,* of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

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Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Manas Naik,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
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Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Mubasser Hussain,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team.** I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

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Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

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Other Cities: Volvo Bus/Train-3A/Train-2A

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Vedantu
YOUR PERSONAL TEACHER ONLINE

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Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
	Salary Break Up		
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
	Deductions		
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Vedantu
YOUR PERSONAL TEACHER ONLINE
30 August 2019

Dear **Sumit Yadav,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Executive"** in our **Sales & Marketing Team**. I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bhubaneshwar & Your Fixed Remuneration would be INR 400000 (Four Lakhs Only) per annum as per Annexure A. In addition, you would be eligible for INR 3,00,000 (Rupees Three Lakhs Only) per annum as variable pay basis your performance.**

You would be on a Training period of 6 Months from the actual Date-of-Joining and *would be eligible for a Traineeship Fees after completion of 3 Weeks of Training*, of INR 25,000 (Rupees Twenty Five Thousand only) less TDS as per Income Tax Rule.

You will be eligible for Travelling reimbursement of Rs. 12,000/- (Rupees Twelve Thousand only) (to and from your hometown to Bangalore) on actuals as per bills submitted, subject to completion of initial 3 weeks of training as mentioned below.

Delhi/ Noida/ NCR/ Lucknow/ Indore/ Mumbai/ Pune/ Kolkata/ Guwahati/ Patna/ Jaipur/ Ahmedabad/Bhubaneshwar: Air Travel on Low cost carriers
Other Cities: Volvo Bus/Train-3A/Train-2A

Company will provide accommodation (without food) during the training period of first 3 weeks.

Vedantu
YOUR PERSONAL TEACHER ONLINE

Reporting Address:

Vedantu Innovations Private Limited
#151, 9th Main Road, Sector - 6 HSR Layout,
Bangalore, Karnataka 560102.
Nearest Landmark: St. Lawrence School, Next to Raghavendra Tiffin.

Google Location: https://goo.gl/maps/YkQDKvHPyw23GCqz7

Reporting Time: 11:00 am

Please feel free to call (between 10:00 am to 8:00 pm):

Person Name	Contact No
Rahiman	7338078336
Lakhsmi Singh	9731448235

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.
We are looking forward your date of joining on **03 September 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd

Vedantu
YOUR PERSONAL TEACHER ONLINE

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	**31533**	**378396**
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3+A4+A5)	**23493**	**281916**
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)	**8040**	**96480**
	Sub Total (A)+(B)	**31533**	**378396**
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	354396
	***Estimated Take Home [(A)+(B)-(C)]**	**29533**	**354396**

* TDS applicable as per Income Tax Rule

Private & Confidential

HRD/OFR/BLPL/09122019/02

December 09th, 2019

Ankita Kumari,
Bhubaneswar, Odisha.

Dear Ankita,

With Reference to your application and subsequent interviews, we are pleased to appoint you in the service of Bookingjini Labs Private Limited on the terms and conditions detailed in this letter.

You will be designated as **"Tele Sales Executive (Trainee)"** and you are having 3 months probationary period and your compensation will be INR.8,000/- per month during the probation period. Your date of joining is **16th December 2019**. After completion of your probationary period your salary will be incremented within the bracket of INR.1,44,000 to INR.1,80,000 per annum and you'll be designated as **Tele Sales Executive.** This will depend upon your performance base on your Key Result Area as defined by your supervisor.

Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the reference and documents provided by you.

You will be required to comply with the rules of the company and the "Code of Conduct".

You will not, without our written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your association with the company) outside the company.

You will be eligible for leave as per the company's HR policy. Any unauthorized (without prior appropriate approval) leave of absence for a period exceeding seven days may lead to termination of employment except in cases of medical exigencies.

In case you decide to resign from the services of the company, you will be required to give to the company 15 days' notice or reimburse salary in lieu of such notice period during the probationary period and 60 day's after confirmation. Where you wish to serve the notice period, fully or in part, the company, in its absolute discretion, may waive the notice period, fully or in part. In case the notice period is waived by the company, the waived notice period will not be considered for the purpose of remuneration and entitlements payable to you, if any.

The company also has a right to terminate your employment without assigning any reason by giving 1 day notice or on payment of an amount during the probation period and 15 day's notice after confirmation or equivalent to 15 days base salary in lieu of the notice period. You will not be entitled to avail privilege leave while serving the notice period.

You will be bound by the rules of the company. Your initial posting will be in Bhubaneswar. The company shall have the right to transfer you to any of its departments/offices or depute you to group companies, anywhere in India. In case of deputation to a group company the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

If you are in agreement to the above mentioned terms and conditions, please sign the attached copy of the appointment letter and send it to us a token of your acceptance to reach within the validity period.

You are requested to inform us regarding your date of joining at the earliest. We look forward to your joining the company and wish you a long and successful career with our organization.

Regards

COO

Bookingjini

Private & Confidential

HRD/OFR/BLPL/09122019/03

December 09th, 2019

Asmita Kar,
Bhubaneswar, Odisha.

Dear Asmita,

With Reference to your application and subsequent interviews, we are pleased to appoint you in the service of Bookingjini Labs Private Limited on the terms and conditions detailed in this letter.

You will be designated as **"Tele Sales Executive (Trainee)"** and you are having 3 months probationary period and your compensation will be INR.8,000/- per month during the probation period. Your date of joining is **16th December 2019**. After completion of your probationary period your salary will be incremented within the bracket of INR.1,44,000 to INR.1,80,000 per annum and you'll be designated as **Tele Sales Executive.** This will depend upon your performance base on your Key Result Area as defined by your supervisor.

Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the reference and documents provided by you.

You will be required to comply with the rules of the company and the "Code of Conduct".

You will not, without our written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person.

You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your association with the company) outside the company.

You will be eligible for leave as per the company's HR policy. Any unauthorized (without prior appropriate approval) leave of absence for a period exceeding seven days may lead to termination of employment except in cases of medical exigencies.

In case you decide to resign from the services of the company, you will be required to give to the company 15 days' notice or reimburse salary in lieu of such notice period during the probationary period and 60 day's after confirmation. Where you wish to serve the notice period, fully or in part, the company, in its absolute discretion, may waive the notice period, fully or in part. In case the notice period is waived by the company, the waived notice period will not be considered for the purpose of remuneration and entitlements payable to you, if any.

The company also has a right to terminate your employment without assigning any reason by giving 1 day notice or on payment of an amount during the probation period and 15 day's notice after confirmation or equivalent to 15 days base salary in lieu of the notice period. You will not be entitled to avail privilege leave while serving the notice period.

You will be bound by the rules of the company. Your initial posting will be in Bhubaneswar. The company shall have the right to transfer you to any of its departments/offices or depute you to group companies, anywhere in India. In case of deputation to a group company the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

If you are in agreement to the above mentioned terms and conditions, please sign the attached copy of the appointment letter and send it to us a token of your acceptance to reach within the validity period.

You are requested to inform us regarding your date of joining at the earliest. We look forward to your joining the company and wish you a long and successful career with our organization.

Regards

COO

Bookingjini

Private & Confidential

HRD/OFR/BLPL/09122019/04

December 09th, 2019

Subhashree Suprava Sahoo,
Bhubaneswar, Odisha.

Dear Subhashree,

With Reference to your application and subsequent interviews, we are pleased to appoint you in the service of Bookingjini Labs Private Limited on the terms and conditions detailed in this letter.

You will be designated as **"Tele Sales Executive (Trainee)"** and you are having 3 months probationary period and your compensation will be INR.8,000/- per month during the probation period. Your date of joining is **16th December 2019**. After completion of your probationary period your salary will be incremented within the bracket of INR.1,44,000 to INR.1,80,000 per annum and you'll be designated as **Tele Sales Executive**. This will depend upon your performance base on your Key Result Area as defined by your supervisor.

Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the reference and documents provided by you.

You will be required to comply with the rules of the company and the "Code of Conduct".

You will not, without our written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person.

You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your association with the company) outside the company.

You will be eligible for leave as per the company's HR policy. Any unauthorized (without prior appropriate approval) leave of absence for a period exceeding seven days may lead to termination of employment except in cases of medical exigencies.

In case you decide to resign from the services of the company, you will be required to give to the company 15 days' notice or reimburse salary in lieu of such notice period during the probationary period and 60 day's after confirmation. Where you wish to serve the notice period, fully or in part, the company, in its absolute discretion, may waive the notice period, fully or in part. In case the notice period is waived by the company, the waived notice period will not be considered for the purpose of remuneration and entitlements payable to you, if any.

The company also has a right to terminate your employment without assigning any reason by giving 1 day notice or on payment of an amount during the probation period and 15 day's notice after confirmation or equivalent to 15 days base salary in lieu of the notice period. You will not be entitled to avail privilege leave while serving the notice period.

You will be bound by the rules of the company. Your initial posting will be in Bhubaneswar. The company shall have the right to transfer you to any of its departments/offices or depute you to group companies, anywhere in India. In case of deputation to a group company the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

If you are in agreement to the above mentioned terms and conditions, please sign the attached copy of the appointment letter and send it to us a token of your acceptance to reach within the validity period.

You are requested to inform us regarding your date of joining at the earliest. We look forward to your joining the company and wish you a long and successful career with our organization.

Regards

COO

Bookingjini

Private & Confidential

HRD/OFR/BLPL/09122019/05

December 09th, 2019

Vishal Kumar Panigrahi,
Bhubaneswar, Odisha.

Dear Vishal,

With Reference to your application and subsequent interviews, we are pleased to appoint you in the service of Bookingjini Labs Private Limited on the terms and conditions detailed in this letter.

You will be designated as **"Tele Sales Executive (Trainee)"** and you are having 3 months probationary period and your compensation will be INR.8,000/- per month during the probation period. Your date of joining is **16th December 2019**. After completion of your probationary period your salary will be incremented within the bracket of INR.1,44,000 to INR.1,80,000 per annum and you'll be designated as **Tele Sales Executive**. This will depend upon your performance base on your Key Result Area as defined by your supervisor.

Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the reference and documents provided by you.

You will be required to comply with the rules of the company and the "Code of Conduct".

You will not, without our written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person.

You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your association with the company) outside the company.

You will be eligible for leave as per the company's HR policy. Any unauthorized (without prior appropriate approval) leave of absence for a period exceeding seven days may lead to termination of employment except in cases of medical exigencies.

In case you decide to resign from the services of the company, you will be required to give to the company 15 days' notice or reimburse salary in lieu of such notice period during the probationary period and 60 day's after confirmation. Where you wish to serve the notice period, fully or in part, the company, in its absolute discretion, may waive the notice period, fully or in part. In case the notice period is waived by the company, the waived notice period will not be considered for the purpose of remuneration and entitlements payable to you, if any.

The company also has a right to terminate your employment without assigning any reason by giving 1 day notice or on payment of an amount during the probation period and 15 day's notice after confirmation or equivalent to 15 days base salary in lieu of the notice period. You will not be entitled to avail privilege leave while serving the notice period.

You will be bound by the rules of the company. Your initial posting will be in Bhubaneswar. The company shall have the right to transfer you to any of its departments/offices or depute you to group companies, anywhere in India. In case of deputation to a group company the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

If you are in agreement to the above mentioned terms and conditions, please sign the attached copy of the appointment letter and send it to us a token of your acceptance to reach within the validity period.

You are requested to inform us regarding your date of joining at the earliest. We look forward to your joining the company and wish you a long and successful career with our organization.

Regards

COO

Bookingjini

Cognizant

21-Jan-2019

Dear Ashish Kumar,
B.Tech, Computer Science Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425985

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant").**You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Ashish Kumar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Ashish Kumar, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Ashish Kumar

Sign: _____
Name:

Cognizant

21-Jan-2019

Dear Manisha Singh,
B.Tech, Computer Science Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425986

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

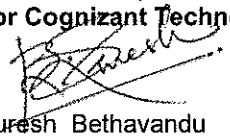
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Manisha Singh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Manisha Singh, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Manisha Singh

Sign: _____
Name:

Cognizant

21-Jan-2019

Dear Rashinder Singh,
B.Tech, Computer Science Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425987

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Rashinder Singh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rashinder Singh, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Rashinder Singh**
Sign: _____	Sign: _____
Name:	Name:

Cognizant

21-Jan-2019

Dear Rima Roy,
B.Tech, Computer Science Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425988

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Rima Roy **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rima Roy, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Rima Roy**
Sign: _____	Sign: _____
Name:	Name:

Cognizant

21-Jan-2019

Dear Simran Rath,
B.Tech, Computer Science Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425989

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Simran Rath **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Simran Rath, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Simran Rath**
Sign: _____	Sign: _____
Name:	Name:

Cognizant

21-Jan-2019

Dear Swapna Mohanty,
B.Tech, Computer Science Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425990

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Swapna Mohanty **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Swapna Mohanty, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Swapna Mohanty**
Sign: _____	Sign: _____
Name:	Name:

Ref.: CSMPL/OL/BBSR/BSS/07-01/2956 **Date: 07-Jan-2019**

Dear **Mr. Abhisek Kumar Singh,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/07-01/2957 **Date: 07-Jan-2019**

Dear **Mr. Ankur,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM Technologies Pvt. Ltd., Level-6, OCAC Tower, Bhubaneswar-751013, Odisha, India.
Tel: +91 674 6635 900 | Fax: +91 674 2567 791 | Email: info@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/07-01/2958 **Date: 07-Jan-2019**

Dear **Mr. Anuj Kumar Prajapati,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagnapanda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM Technologies Pvt. Ltd., Level-6, OCAC Tower, Bhubaneswar-751013, Odisha, India.
Tel: +91 674 6635 900 | Fax: +91 674 2567 791 | Email: info@csmpl.com

Ref.: CSMPL/OL/BBSR/BSS/07-01/2959 **Date: 07-Jan-2019**

Dear **Ms. D.M.Sweta,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

Ref.: CSMPL/OL/BBSR/BSS/07-01/2960 **Date: 07-Jan-2019**

Dear **Ms. Muskan Guru,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Ms. Monika Mishra
Address: D/O - Jagabandhu Mishra
AT - Brahmapur, P.O - Dadhibamanpur
Cuttack Sadar, Cuttack, Odisha,
Pin- 754112

Dear Monika,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**.
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 14th January 2019

Name	Alok Kumar Bhol
Designation	MTS - I

Particulars	Per month (INR)	Per annum (INR)
Fixed Salary	**22,825.00**	**2,73,900.00**
Salary Stack up		
Basic (50% of CTC)	11,413.00	1,36,956.00
HRA (40% of Basic)	4,565.00	54,780.00
Medical	1,250.00	15,000.00
Conveyance	1,600.00	19,200.00
LTA	2,353.00	28,236.00
PF Employee Contribution	1,800.00	21,600.00
Special Allowance	1,472.00	17,664.00
Monthly Gross (A)	**24,453.00**	**2,93,436.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	**1,800.00**	**46,600.00**
Salary (A+B)	**26,253.00**	**3,40,036.00**
Annual performance Bonus		10,000.00
Annual CTC		**3,50,036.00**

I accept.

ALOK KUMAR BHOL

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Aman Kumar
Address: S/O - Biplab Kumar
AT - Naharpada, P.O - Bentakar,
Cuttack Sadar, Cuttack, Odisha,
Pin- 754112

Dear Aman,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;

i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Atulya Bhardwaj
Address: D/O - Dinabandhu Bhardwaj
AT - Badheikateni, P.O - Bhalibol kateni
Dhenkanal Sadar, Dhenkanal, Odisha,
Pin- 759015

Dear Atul,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

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Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Biswajit Mangaraj
Address: S/O - Ashutosh Mangaraj
AT - Banamalipur, P.O - Bauripada
Khedujhar, Odisha,
Pin- 758013

Dear Biswajit,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**.
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum.** This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

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i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

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Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Mohammad Amin Raja
Address: S/O - Biplab Kumar
AT - Gothada, P.O - Bhimdaspur,
Salepur, Cuttack, Odisha,
Pin- 754290

Dear Raja,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

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a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

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ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
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c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

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Date: 27th February, 2019

Ms. Richa Patra
Address: D/O - Dev Kumar Patra
AT - Baladibandha, P.O - Baladibandha,
Dhenkanal Sadar, Dhenkanal, Odisha,
Pin- 759027

Dear Richa,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**.
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

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a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

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11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
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Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

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iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

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Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Rohit Srivastava
Address: S/O - Abinandan Singh
AT - Chhatrapur, P.O - Berhampur,
Ganjam, Odisha,
Pin- 761020

Dear Rohit,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

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You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

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d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

June 20, 2019

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

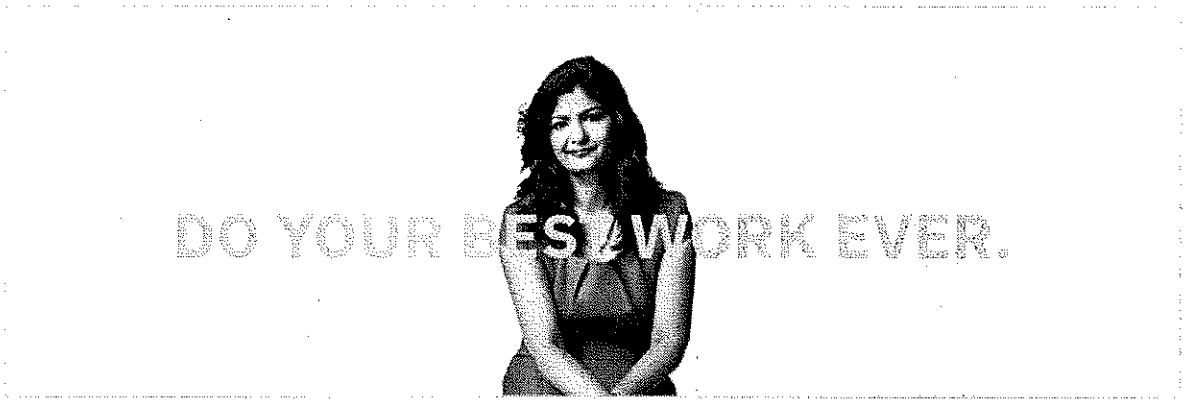
Dear AJ Loren

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate Systems Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



June 20, 2019

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear AJ Loren

We are pleased to offer you the position of Associate Systems Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 24, 2019. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms &

Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving License
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. You are also expected to successfully complete and pass the Company's final assessments, which shall be administered at the end of your training period. Failure to pass these assessments, as determined solely by the Company, may result in termination from the services of the Company. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
    - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues

based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were

deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time Premium Component of INR 25000/-, paid to you after you have joined IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your Premium Component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	June 20, 2019		
NAME	AJ LOREN	BAND	06G
DESIGNATION	Associate Systems Engineer	LOCATION	BANGALORE
Compensation Components		IBM Offer (in INR)	
1. Annual Basic Salary		152027	
2. Annual Flexible Benefit Plan (FBP)		182432	
3. Annual Reference Salary (ARS)		334459	
4. Retirals			
a) Provident Fund (PF)		18243	
b) Gratuity @ 4.8%		7297	
5. Annual Reference Salary + Retirals		360000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Director – Talent Acquisition ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	This is valued at 120% of your Basic Salary. The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and

maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.

b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.

c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.

d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - June 20, 2019

Dear AJ Loren,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____ Date Of Hire : __ __ / __ __ / __ __ __ __

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to

the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.
I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM

Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

June 20, 2019

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Apurva Karn

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate Systems Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

June 20, 2019

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Dear Apurva Karn

We are pleased to offer you the position of Associate Systems Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 24, 2019. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms &

Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card- If you do not have a Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving License
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) - Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. You are also expected to successfully complete and pass the Company's final assessments, which shall be administered at the end of your training period. Failure to pass these assessments, as determined solely by the Company, may result in termination from the services of the Company. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
    - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues

based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were

deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time Premium Component of INR 25000/-, paid to you after you have joined IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your Premium Component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	June 20, 2019		
NAME	Apurva Karn	BAND	06G
DESIGNATION	Associate Systems Engineer	LOCATION	BANGALORE
Compensation Components		IBM Offer (in INR)	
1. Annual Basic Salary		152027	
2. Annual Flexible Benefit Plan (FBP)		182432	
3. Annual Reference Salary (ARS)		334459	
4. Retirals			
a) Provident Fund (PF)		18243	
b) Gratuity @ 4.8%		7297	
5. Annual Reference Salary + Retirals		360000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory
Director - Talent Acquisition ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	This is valued at 120% of your Basic Salary. The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and

maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.

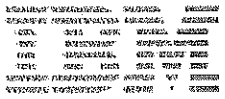
b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.

c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.

d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.



4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - June 20, 2019

Dear Apurva Karn,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____ Date Of Hire : __ __ / __ __ / __ __ __ __

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to

the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.
I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM

Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

MEDIMOJO

Panakeia Technologies Pvt Ltd.
D 57, 100ft. Road, Chhatarpur Enclave, New Delhi, India – 1100074
www.medimojo.in | support@medimojo.in | 91-8527193363

Dear Mr. Abhijeet Halder
Date :20th March'19
Bhubaneswar

Subject : offer letter

Basis our interaction during the campus recruitment & your subsequent evaluation, we are pleased to offer you the position of **Trainee Software Engineer** with our organization " Panakeia Technologies Pvt Ltd.

Your effective date of joining is **06th May '2019**& you will be based out of our Head office in Delhi.

You will be on a probation period of 3 months & on successful completion of the probation period you will be absorbed as a **Software Engineer** in a permanent role.

During the probation period, your total monthly emoluments would be Rs 8,000/- which would be subsequently raised to an Annual CTC of Rs 2.32 lacs..(Annexure I)

A detailed appointment letter awaits you on your scheduled joining of the organization.

This offer is made on the basis of information furnished by you during the selection process. However, if any such information is found to be incorrect or inconsistent, the company retains the right to review or revoke the offer of appointment.

We congratulate you on being offered this appointment & wish you a long & successful career with us. We are confident that your contribution will take as further together in our journey to be an admired health technology company. We Assure you of our support for your professional development & career growth.

Yours Truly.

Authorized Signatory

Vikas Ranjan

COO ,Panakeia Technologies Pvt Ltd.

MEDIMOJO

Panakeia Technologies Pvt Ltd.
D 57, 100ft. Road, Chhatarpur Enclave, New Delhi, India – 1100074
www.medimojo.in | support@medimojo.in |
91-8527193363

Dear Mr. Digant Kusulia
Date :20th March'19
Bhubaneswar

Subject : offer letter

Basis our interaction during the campus recruitment & your subsequent evaluation, we are pleased to offer you the position of **Trainee Software Engineer** with our organization " Panakeia Technologies Pvt Ltd.

Your effective date of joining is **06th May '2019**& you will be based out of our Head office in Delhi.

You will be on a probation period of 3 months & on successful completion of the probation period you will be absorbed as a **Software Engineer** in a permanent role.

During the probation period, your total monthly emoluments would be Rs 8,000/- which would be subsequently raised to an Annual CTC of Rs 2.32 lacs..(Annexure I)

A detailed appointment letter awaits you on your scheduled joining of the organization.

This offer is made on the basis of information furnished by you during the selection process. However, if any such information is found to be incorrect or inconsistent, the company retains the right to review or revoke the offer of appointment.

We congratulate you on being offered this appointment & wish you a long & successful career with us. We are confident that your contribution will take as further together in our journey to be an admired health technology company. We Assure you of our support for your professional development & career growth.

Yours Truly.

Authorized Signatory

Vikas Ranjan

COO ,Panakeia Technologies Pvt Ltd.

Panakeia Technologies Pvt Ltd.
160B, Western Avenue, Sainik Farms New Delhi, India - 1100062
www.medimojo.in | support@medimojo.in |
91-8448014375

MEDIMOJO

Dear Mr Indraneel Pradhan
Trident , Bhubaneshwar

Date : 9th Feb'2019

Subject : offer letter

Basis our interaction during Campus Recruitment drive & your subsequent evaluation rounds, we are pleased to offer you the position of **Trainee Software Engineer** with our organization " Panakeia Technologies Pvt Ltd.

Your effective date of joining is 20th **Jan'2019** & you will be based out of our Head office in Delhi. You are required to report at the following address
Panakeia Technologies Pvt Ltd
160B, Western Avenue, Sainik Farms, New Delhi -110062.

You will be on probation for a period of 6 (Six) months during which you will undergo a periodic evaluation process as set by the Organization. However, under the special **fast track program,** the company may decide to expedite the probation to 3 (three months) period. **On** successful completion of the probation period you will be absorbed as a **Software Engineer** in a permanent role.

During the probation period, your total monthly emoluments would be Rs 10,000/- (Rupees Ten Thousand Only). On successful completion of probation period your CTC would be INR 2.32 lacs(Annexure-I).

This offer is made on the basis of information furnished by you during the selection process. However, if any such information is found to be incorrect or inconsistent, the company retains the right to review or revoke the offer of appointment.

We congratulate you on being offered this appointment & wish you a long & successful career with us. We are confident that your contribution will take as further together in our journey to be an admired health technology company. We Assure you of our support for your professional development & career growth.

Yours Truly.
Authorized Signatory

Vikas Ranjan

COO , Panakeia Technologies Pvt Ltd.

MEDIMOJO

Panakeia Technologies Pvt Ltd.
160B, Western Avenue, Sainik Farms New Delhi, India - 1100062
www.medimojo.in | support@medimojo.in |
91-8448014375

Annexure I

CTC(all figures in INR)	
DESIGNATION	**Software Engineer**
basic	8256
HRA	3302
special all	2064
Conveyance	1652
Sub Total	**15274**
Subtotal /yr	183288
Annual Component	**49400**
Medical per annum	1000
Knowledge Enhancement	2000
Performance Linked Incentive*	46400
CTC	**232688**
monthly Take Home salary	**15274**
***PLI to be paid quarterly, basis performance Evaluation after confirmation**	

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 03/09/2018

Dear Mr. Suryakanta Sahoo

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **October 15, 2018**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **October 15, 2018.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Suryakant Sahoo

Signature :

Sign this offer letter & email to : yogeshkataria@rediffmail.com

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 03/09/2018

Dear Mr. Snehasis Swain

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **October 15, 2018**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **October 15, 2018.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Snehasis Swain

Signature :

Sign this offer letter & email to : yogeshkataria@rediffmail.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/07-01/2962 **Date: 07-Jan-2019**

Dear **Mr. Bibhudatta Rajguru,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagnapanda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM technologies

Ref.: CSMPL/OL/BBSR/BSS/07-01/2963 **Date: 07-Jan-2019**

Dear **Mr. Mohan Barik,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagna Panda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

CSM Technologies Pvt. Ltd., Level-6, OCAC Tower, Bhubaneswar-751013, Odisha, India.
Tel: +91 674 6635 900 | Fax: +91 674 2567 791 | Email: info@csmpl.com

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 06-Jun-2019

To,
Mr. MH Sameer Sekhar Patra,
S/O - Mr. Pabir Patra,
Khajuripadapatana, Banki,
Cuttack -754030, Odisha

Dear **Mr. MH Sameer Sekhar Patra,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. MH Sameer Sekhar Patra**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

FSS POWERING PAYMENTS
Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**MH Sameer Sekhar Patra**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

motherson

February 26, 2019
Re: MIND/HR/EE/76

Samesh Kumar Rath
C/O - Trident

Subject: Letter of Intent

Dear Samesh,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019.**

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel: +91-120-4366555 Fax: +91-120-4365556
Email: info@mind-infotech.com
Website: www.mind-infotech.com

Regd Office:
MothersonSumi INfotech & Designs Limited
2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

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February 26, 2019
MIND/HR/MED-CHKUP - 76

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you **Samesh Kumar Rath** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01,2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Samesh Kumar Rath** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Samesh Kumar Rath** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & Designs Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel: +91-120-4385555 Fax: +91-120-4385556
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Motherson Corporate Technical Centre
Mathura Road, New Delhi-110044, India
CIN No - L30007DL1986PLC024865

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ANNEXURE

Allowances & perquisites details - Samesh Kumar Rath **CONFIDENTIAL**

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

Head Office:
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Email: info@msnd-infotech.com
Website: www.msnd-infotech.com

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Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

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February 26, 2019
Re: MIND/HR/EE/77

Shripati Sagar Pattnayak
C/O - Trident

Subject: Letter of Intent

Dear Shripati,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019**.

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

Rachna

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

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February 26, 2019
MIND/HR/MED-CHKUP - 77

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/2017, Dated August 10, 2004

Dear Sir,

This is to inform you **Shripati Sagar Pattnayak** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01,2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Shripati Sagar Pattnayak** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Shripati Sagar Pattnayak** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **D**esigns Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

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Email: mfo@mindnutech.com
Website: www.mindnutech.com

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Regd. Office:
[illegible]

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ANNEXURE

Allowances & perquisites details - Shripati Sagar Pattnayak **CONFIDENTIAL**

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
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Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

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Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

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Ref.: CSMPL/OL/BBSR/BSS/07-01/2964 **Date: 07-Jan-2019**

Dear **Ms. Debasmita Bhattacharjee,**

We are pleased to confirm our offer of employment for the position of ***Trainee Engineer*** in the department of Business Solutions & Services (BSS) in M1 - 1 Grade, with effect from 24th January 2019. Your work location would be Bhubaneswar, Odisha.

Your monthly stipend will be of **Rs. 10,000/-** (Rupees Ten Thousand only) for the first 3 months. Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of 16,667/-** (Rupees Sixteen thousand six hundred and sixty seven only) effective from fourth month.

Basic	HRA	Convey.	Medical	Transport	Gross	Productive	Commitment	Final	EPF		ESI	Gratuity	Prof.	Net	CTC
	40%	10%	Reimb.	Allowance		Bonus	Bonus	Gross	Empl.	Empr.			Tax		
5000	2000	500	1250	1600	10350	2858	2859	16067	600	600	121	241	125	14981	16667

As customary to the organization and also to understand each other better, you would undergo an Internship for a period of **12 months** from the date of joining. Any reconsideration, from either you or us, may be considered within or before the completion of this period.

Your reporting time is at 10.00 A.M on the Date of Joining. On this date, please furnish softcopies of documents supporting your educational qualification, ID Proof (Driving License/Voter ID/Passport), Pan Card, Aadaar Card, Passport, Medical Fitness Certificate & two original Passport sized color photographs.

Please send your acceptance by replying to the email by 9th January 2019, post which the offer will get cancelled. Further, for any clarifications, please feel free to contact us on **0674-6635934** or write to us at hrd@csmpl.com.

We want to take this opportunity to welcome you into the company.

Yours Sincerely,

Lagnapanda

Name: Lagna Panda
Designation: Chief Resource Manager
Email: lagna.panda@csmpl.com

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 06-Jun-2019

To,
Mr. Sakar Ojha,
S/O - Mr. Narendra Ojha,
Adhakhanda, Pattamundai,
Kendrapara -754215, Odisha

Dear **Mr. Sakar Ojha,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Siruseri, Navalur, Chennai, TN - 603 103, India
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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Sakar Ojha**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

Financial Software & Systems (P) Ltd
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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Sakar Ojha**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 03/09/2018

Dear Mr. Ashish Kumar Choubey

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **October 15, 2018**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **October 15, 2018.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Ashish Kumar Choubey

Signature :

Sign this offer letter & email to : yogeshkataria@rediffmail.com

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 03/09/2018

Dear Ms. Manisha Kumari

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **October 15, 2018**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **October 15, 2018.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Manisha Kumari

Signature :

Sign this offer letter & email to : yogeshkataria@rediffmail.com

motherson

February 26, 2019
Re: MIND/HR/EEE/78

Amanullah
C/O - Trident

Subject: Letter of Intent

Dear Amanullah,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019.**

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel. +91-120-4305555 Fax. +91-120-4305556
Email. info@mind-infotech.com
Website: www.mind-infotech.com

Regd Office:
MothersonSumi INfotech & Designs Limited
2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No. U67120DL1985PLC020695

Proud to be part of Samvardhana motherson

motherson

February 26, 2019
MIND/HR/MED-CHKUP - 78

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/2017, Dated August 10, 2004

Dear Sir,

This is to inform you **Amanullah** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01, 2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Amanullah** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Amanullah** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **Designs Ltd.**

Rachna

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

motherson

ANNEXURE

Allowances & perquisites details - Amanullah **CONFIDENTIAL**

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel. +91-120-4365555 Fax. +91-120-4365556
Email: info@msid-infotech.com
Website: www.msid-infotech.com

Proud to be part of samvardhana motherson

Regd Office:
MothersonSumi INfotech & Designs Limited
2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

motherson

February 26, 2019
Re: MIND/HR/EEE/79

Md Shams Tabrez Hassan
C/O - Trident

Subject: Letter of Intent

Dear Tabrez,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019**.

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

Rachna

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel: +91-120-4366555 Fax: +91-120-4366556
Email: info@mind-infotech.com
Website: www.mind-infotech.com

Regd Office:
MothersonSumi INfotech & Designs Limited
2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No : U67120DL1985PLC020695

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motherson

February 26, 2019
MIND/HR/MED-CHKUP - 79

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/2017, Dated August 10, 2004

Dear Sir,

This is to inform you **Md Shams Tabrez Hassan** that has been selected in our organization. As per the selection process, He/She needs to undergo pre–employment health checkup. He/She has been advised to report at the reception counter on **March 01, 2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Md Shams Tabrez Hassan**
as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Md Shams Tabrez Hassan**
may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **D**esigns Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

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Mathura Road, New Delhi-110044, India
CIN No.: U67120DL1995PLC070862

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ANNEXURE

Allowances & perquisites details - Md Shams Tabrez Hassan **CONFIDENTIAL**

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

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Cognizant

21-Jan-2019

Dear Abishek Ravichandran,
B.Tech, Electronics & TeleCommunications Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425991

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

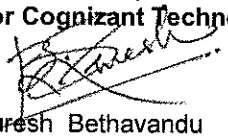
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Abishek Ravindran **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Abishek Ravindran, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Abishek Ravindran

Sign: _____
Name:

Cognizant

21-Jan-2019

Dear Ritu Singh,
B.Tech, Electronics & TeleCommunication Engineering
Trident Academy Of Technology, Bhubaneswar

Candidate ID – 13425992

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Suresh Bethavandu
Global Head - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Ritu Singh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Ritu SIngh, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Ritu Singh

Sign: _____
Name:

motherson

February 26, 2019
Re: MIND/HR/ETC/74

Ajoy Kumar Mahakud
C/O - Trident

Subject: Letter of Intent

Dear Ajay,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019**.

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

Rachna

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel: +91-120-4305555 Fax: +91-120-4305556
Email: info@mind-infotech.com
Website: www.mind-infotech.com

Regd Office:
MothersonSumi INfotech & Designs Limited
2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

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February 26, 2019
MIND/HR/MED-CHKUP - 74

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you **Ajoy Kumar Mahakud** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01,2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Ajoy Kumar Mahakud** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Ajoy Kumar Makakud** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **D**esigns Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

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ANNEXURE

Allowances & perquisites details - Ajoy Kumar Mahakud

CONFIDENTIAL

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

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CIN No.: U67120DL1985PLC020695

motherson

February 26, 2019
Re: MIND/HR/ETC/75

Swadhin Sangram Sahoo
C/O - Trident

Subject: Letter of Intent

Dear Swadhin,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019.**

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

Rachna

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

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CIN No.- U67120DL1985PLC020695

motherson

February 26, 2019
MIND/HR/MED-CHKUP - 75

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you **Swadhin Sangram Sahoo** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01,2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Swadhin Sangram Sahoo** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Swadhin Sangram Sahoo** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **D**esigns Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

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CIN No.: U67120DL1988PLC030695

motherson

ANNEXURE

Allowances & perquisites details - Swadhin Sangram Sahoo **CONFIDENTIAL**

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

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CIN No.: U67120DL1985PLC020695

Proud to be part of samvardhana motherson

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhonsale Marg, Worli,
Mumbai 400018 India
Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref : MMFSL/Feb-2019/ASSO/C201902161211/HRD

Date: **25-Feb-2019**

Mr. Santana Sahoo
Devi Chhak,
Choudhury Bazaar
Cuttack - 753001

Dear Mr. Sanatana Sahoo,

SUB: Offer Letter

We refer to your application and subsequent interviews for **the ASSISTANT - FARM EQUIPMENTS LOANS - FARM EQUIPMENTS LOANS** position in our Company.

Further to the interview, we are pleased to offer you an employment as **ASSISTANT - FARM EQUIPMENTS**

LOANS - FARM EQUIPMENTS LOANS in **Grade L10A** at our **CUTTACK** Office location.

You will be on Probation for a period of SIX months.

1. During this period, you will be entitled to the following :

Components	Amount (in INR)
Basic	54000
HRA	27000
Personal Allowance	89923
Monthly Gross	14244
Annual Gross	**170923**
Annual benefits	
Provident Fund	6480
Gratuity	2597
Gross Fixed Annual CTC	**180000**

***Allowance as per policies currently in force and subject to change based on individual and company's performance*
******ESIC would be deducted as per applicable statutory laws*

Mahindra FINANCE

2. During the probation period you shall be entitled for leave as per leave policy of the company
3. You will be placed at our CUTTACK Office and report to the concerned Manager.
4. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India.

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from, subject to satisfactory compliance of rules of insurance company in this regard, is applicable as per existing policy. This will be effective from the date of payment of premium against this policy.
2. The Employee will be covered under Group Mediclaim as per existing policy.
3. A detailed appointment letter will be issued to you after your joining the Company.
4. We would appreciate if you can kindly join us on or before March 24, 2019 .
5. Please sign the duplicate copy of this letter as token of acceptance of the above offer.
6. The above offer of appointment is subject to submission & verification of following documents:
    - Copies of your testimonials.
    - Reference letters - 2 Nos.
    - Reference Check.
    - Passport Size Photographs - 3 Nos
    - Relieving letter from Previous / last Employer.
    - Medical Fitness Certificate
    - Date of Birth Certificate
    - Salary Certificate
    - Address Proof

Wish you all the Best!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICESLTD.

AUTHORISED SIGNATORY

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhonsale Marg, Worli,
Mumbai 400018 India
Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref : MMFSl/**Feb-2019**/ASSO/C201902161210/HRD

Date: **25-Feb-2019**

Mr. Soumya Ranjan
Suta Hata,
Choudhury Bazaar
Cuttack - 753001

Dear Mr. Soumya Ranjan,

SUB: Offer Letter

We refer to your application and subsequent interviews for **the ASSISTANT - FARM EQUIPMENTS LOANS - FARM EQUIPMENTS LOANS** position in our Company.

Further to the interview, we are pleased to offer you an employment as **ASSISTANT - FARM EQUIPMENTS**

LOANS - FARM EQUIPMENTS LOANS in **Grade L10A** at our **CUTTACK** Office location.

You will be on Probation for a period of SIX months.

1. During this period, you will be entitled to the following :

Components	**Amount (in INR)**
Basic	54000
HRA	27000
Personal Allowance	89923
Monthly Gross	14244
Annual Gross	**170923**
Annual benefits	
Provident Fund	6480
Gratuity	2597
Gross Fixed Annual CTC	**180000**

***Allowance as per policies currently in force and subject to change based on individual and company's performance*
******ESIC would be deducted as per applicable statutory laws*

Mahindra FINANCE

2. During the probation period you shall be entitled for leave as per leave policy of the company
3. You will be placed at our CUTTACK Office and report to the concerned Manager.
4. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India.

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from, subject to satisfactory compliance of rules of insurance company in this regard, is applicable as per existing policy. This will be effective from the date of payment of premium against this policy.
2. The Employee will be covered under Group Mediclaim as per existing policy.
3. A detailed appointment letter will be issued to you after your joining the Company.
4. We would appreciate if you can kindly join us on or before March 24, 2019 .
5. Please sign the duplicate copy of this letter as token of acceptance of the above offer.
6. The above offer of appointment is subject to submission & verification of following documents:
    - Copies of your testimonials.
    - Reference letters - 2 Nos.
    - Reference Check.
    - Passport Size Photographs - 3 Nos
    - Relieving letter from Previous / last Employer.
    - Medical Fitness Certificate
    - Date of Birth Certificate
    - Salary Certificate
    - Address Proof

Wish you all the Best!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICESLTD.

AUTHORISED SIGNATORY

HIDESIGN

05 December 2018

Ms. Sushree Bhabani Das,
High Court Colony Qr No -A/6,Kaligali,
Chandini Chowk, Cuttack

Dear Sushree,

Further to the interview you had with us, we are pleased to inform you that you have been selected as **Management Trainee - ASM** at our store in Hyderabad and you will be placed in Sales Department on the following terms and conditions.

- You may be transferred to any other location within the region or anywhere in India, if circumstances so necessitate to continue services on the same terms and conditions.
- Your total compensation and benefits will be as per the enclosure (Annexure 1).
- You will be on probation for a period of six months on your joining the company. Your confirmation is subject to our evaluation of your performance. If your performance is satisfactory, you will receive a letter of confirmation at the end of the confirmation process.
- You will be reporting to Assistant Retail Manager.

At the time of joining, please submit the following documents:

- Copy of all mark sheets and certificates of your academic qualification.
- Proof of Identity (copy of Driving License or Passport, Aadhaar card & Pan card).
- 2 Passport size photographs & bank account details.
- Your relieving letter, experience letter, a copy of your appointment letter from the previous organization and last drawn salary slips (last 3 months).

Notice period / Resignation:

You can resign from the services of the company by giving a notice period of one month. Any eligible leave cannot be adjusted towards the notice period. Notice period will have to be served by you in the event of your resignation. Your immediate sponsor has the right to waive off your service during the notice period, provided you agree to reimburse to the company amount equivalent to your one month salary for the remaining number of days. Notice period has to be served by all the employees.

The resignation letter has to be submitted to the Regional Head/Retail Manager through the Store Manager, which in turn will have to be forwarded to the HR Department at Pondicherry. The concerned Regional Head / Retail Manager have to authorize the

HIDESIGN

resignation letter specifying the date of relieving. Settlement will be drawn only on receipt of the resignation letter along with the No Due Form from respective Regional Head/Retail Manager. You are accountable for the shortages in the store which will be deducted during the full and final settlement.

Rules and regulations:

You will be governed by the terms and conditions of the Employee Agreement, Staff Regulations and Rules as applicable to the employees of your category from time to time.

Annexure 1

Compensation & Benefits		
Compensation details	**Per Month (In Rs)**	**Per Annum (In Rs)**
Basic Salary	10,420	1,25,040
House Rent Allowance	4,355	52,260
Conveyance Allowance	2,615	31,380
Gross Salary	**17,390**	**2,08,680**
PF Employer Contribution	1,565	18,780
ESI Employer Contribution	855	10,260
Total CTC	**19,810**	**2,50,000**
The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the company policy. CTC is inclusive of all benefits and statutory compliances.		

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With best wishes,
For Hidesign India Private Limited,

S Malarvadhani
Assistant Manager-HR

I, _____ the undersigned, acknowledge that I have received a copy of the above Offer Letter addressed to me, read it carefully and confirm my acceptance to it. I further confirm that I will fully comply with every terms and conditions specified thereto. I shall be reporting to duty on _____.

Date Signature

HIDESIGN

05 December 2018

Ms. Smruti Salona Das,
ESI Colony, Charbatia,
Choudwar, Cuttack

Dear Smruti,

Further to the interview you had with us, we are pleased to inform you that you have been selected as **Management Trainee - ASM** at our store in Hyderabad and you will be placed in Sales Department on the following terms and conditions.

- You may be transferred to any other location within the region or anywhere in India, if circumstances so necessitate to continue services on the same terms and conditions.
- Your total compensation and benefits will be as per the enclosure (Annexure 1).
- You will be on probation for a period of six months on your joining the company. Your confirmation is subject to our evaluation of your performance. If your performance is satisfactory, you will receive a letter of confirmation at the end of the confirmation process.
- You will be reporting to Assistant Retail Manager.

At the time of joining, please submit the following documents:

- Copy of all mark sheets and certificates of your academic qualification.
- Proof of Identity (copy of Driving License or Passport, Aadhaar card & Pan card).
- 2 Passport size photographs & bank account details.
- Your relieving letter, experience letter, a copy of your appointment letter from the previous organization and last drawn salary slips (last 3 months).

Notice period / Resignation:

You can resign from the services of the company by giving a notice period of one month. Any eligible leave cannot be adjusted towards the notice period. Notice period will have to be served by you in the event of your resignation. Your immediate sponsor has the right to waive off your service during the notice period, provided you agree to reimburse to the company amount equivalent to your one month salary for the remaining number of days. Notice period has to be served by all the employees.

The resignation letter has to be submitted to the Regional Head/Retail Manager through the Store Manager, which in turn will have to be forwarded to the HR Department at Pondicherry. The concerned Regional Head / Retail Manager have to authorize the

HIDESIGN

resignation letter specifying the date of relieving. Settlement will be drawn only on receipt of the resignation letter along with the No Due Form from respective Regional Head/Retail Manager. You are accountable for the shortages in the store which will be deducted during the full and final settlement.

Rules and regulations:

You will be governed by the terms and conditions of the Employee Agreement, Staff Regulations and Rules as applicable to the employees of your category from time to time.

Annexure 1

Compensation & Benefits		
Compensation details	**Per Month (In Rs)**	**Per Annum (In Rs)**
Basic Salary	10,420	1,25,040
House Rent Allowance	4,355	52,260
Conveyance Allowance	2,615	31,380
Gross Salary	**17,390**	**2,08,680**
PF Employer Contribution	1,565	18,780
ESI Employer Contribution	855	10,260
Total CTC	**19,810**	**2,50,000**
The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the company policy. CTC is inclusive of all benefits and statutory compliances.		

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

With best wishes,
For Hidesign India Private Limited,

S Malarvadhani
Assistant Manager-HR

I, _____ the undersigned, acknowledge that I have received a copy of the above Offer Letter addressed to me, read it carefully and confirm my acceptance to it. I further confirm that I will fully comply with every terms and conditions specified thereto. I shall be reporting to duty on _____.

Date Signature

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhonsale Marg, Worli,
Mumbai 400018 India
Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref : MMFSL/**Feb-2019**/ASSO/C201902161213/HRD

Date: **25-Feb-2019**

Mr. Sidharth Mohanta
Upper Bazaar,
Bali Sahi
Puri - 752001

Dear Mr. Sidharth Mohanta,

SUB: Offer Letter

We refer to your application and subsequent interviews for **the ASSISTANT - FARM EQUIPMENTS LOANS - FARM EQUIPMENTS LOANS** position in our Company.

Further to the interview, we are pleased to offer you an employment as **ASSISTANT - FARM EQUIPMENTS LOANS - FARM EQUIPMENTS LOANS** in **Grade L10A** at our **CUTTACK** Office location.

You will be on Probation for a period of SIX months.

1. During this period, you will be entitled to the following :

Components	**Amount (in INR)**
Basic	54000
HRA	27000
Personal Allowance	89923
Monthly Gross	14244
Annual Gross	**170923**
Annual benefits	
Provident Fund	6480
Gratuity	2597
Gross Fixed Annual CTC	**180000**

***Allowance as per policies currently in force and subject to change based on individual and company's performance*
******ESIC would be deducted as per applicable statutory laws*

Mahindra FINANCE

2. During the probation period you shall be entitled for leave as per leave policy of the company
3. You will be placed at our CUTTACK Office and report to the concerned Manager.
4. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India.

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from, subject to satisfactory compliance of rules of insurance company in this regard, is applicable as per existing policy. This will be effective from the date of payment of premium against this policy.
2. The Employee will be covered under Group Mediclaim as per existing policy.
3. A detailed appointment letter will be issued to you after your joining the Company.
4. We would appreciate if you can kindly join us on or before March 24, 2019 .
5. Please sign the duplicate copy of this letter as token of acceptance of the above offer.
6. The above offer of appointment is subject to submission & verification of following documents:
    - Copies of your testimonials.
    - Reference letters - 2 Nos.
    - Reference Check.
    - Passport Size Photographs - 3 Nos
    - Relieving letter from Previous / last Employer.
    - Medical Fitness Certificate
    - Date of Birth Certificate
    - Salary Certificate
    - Address Proof

Wish you all the Best!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICESLTD.

AUTHORISED SIGNATORY

Mahindra FINANCE

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Mahindra Towers, 4th Floor,
Dr. G. M. Bhonsale Marg, Worli
Mumbai 400018 India
Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref : MMFSl/**Feb-2019**/ASSO/C201902161214/HRD

Date: **25-Feb-2019**

Mr. Mohammed Shahrukh
Link Road,
Mahajan Sahi,
Cuttack - 753012

Dear Mr. Mohammed Shahrukh,

SUB: Offer Letter

We refer to your application and subsequent interviews for **the ASSISTANT - FARM EQUIPMENTS LOANS - FARM EQUIPMENTS LOANS** position in our Company.

Further to the interview, we are pleased to offer you an employment as **ASSISTANT - FARM EQUIPMENTS**

LOANS - FARM EQUIPMENTS LOANS in **Grade L10A** at our **CUTTACK** Office location.

You will be on Probation for a period of SIX months.

1. During this period, you will be entitled to the following :

Components	**Amount (in INR)**
Basic	54000
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Mahindra FINANCE

2. During the probation period you shall be entitled for leave as per leave policy of the company
3. You will be placed at our CUTTACK Office and report to the concerned Manager.
4. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India.

<u>In addition to these:</u>

1. Cover of personal accident insurance against death and disablement resulting from, subject to satisfactory compliance of rules of insurance company in this regard, is applicable as per existing policy. This will be effective from the date of payment of premium against this policy.
2. The Employee will be covered under Group Mediclaim as per existing policy.
3. A detailed appointment letter will be issued to you after your joining the Company.
4. We would appreciate if you can kindly join us on or before March 24, 2019 .
5. Please sign the duplicate copy of this letter as token of acceptance of the above offer.
6. The above offer of appointment is subject to submission & verification of following documents:
    - Copies of your testimonials.
    - Reference letters - 2 Nos.
    - Reference Check.
    - Passport Size Photographs - 3 Nos
    - Relieving letter from Previous / last Employer.
    - Medical Fitness Certificate
    - Date of Birth Certificate
    - Salary Certificate
    - Address Proof

Wish you all the Best!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICESLTD.

AUTHORISED SIGNATORY

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhonsale Marg, Worli,
Mumbai 400018 India
Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref : MMFSL/**Feb-2019**/ASSO/C201902161215/HRD

Date: **25-Feb-2019**

Mr. Mirza Asad Aashna Baigh
Bangali Bazaar,
Jobra,
Cuttack - 753003

Dear Mr. Mirza Asad Aashna Baigh,

SUB: Offer Letter

We refer to your application and subsequent interviews for **the ASSISTANT - FARM EQUIPMENTS LOANS - FARM EQUIPMENTS LOANS** position in our Company.

Further to the interview, we are pleased to offer you an employment as **ASSISTANT - FARM EQUIPMENTS**

LOANS - FARM EQUIPMENTS LOANS in **Grade L10A** at our **CUTTACK** Office location.

You will be on Probation for a period of SIX months.

1. During this period, you will be entitled to the following :

Components	**Amount (in INR)**
Basic	54000
HRA	27000
Personal Allowance	89923
Monthly Gross	14244
Annual Gross	**170923**
Annual benefits	
Provident Fund	6480
Gratuity	2597
Gross Fixed Annual CTC	**180000**

***Allowance as per policies currently in force and subject to change based on individual and company's performance*
******ESIC would be deducted as per applicable statutory laws*

Mahindra FINANCE

2. During the probation period you shall be entitled for leave as per leave policy of the company
3. You will be placed at our CUTTACK Office and report to the concerned Manager.
4. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India.

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from, subject to satisfactory compliance of rules of insurance company in this regard, is applicable as per existing policy. This will be effective from the date of payment of premium against this policy.
2. The Employee will be covered under Group Mediclaim as per existing policy.
3. A detailed appointment letter will be issued to you after your joining the Company.
4. We would appreciate if you can kindly join us on or before March 24, 2019 .
5. Please sign the duplicate copy of this letter as token of acceptance of the above offer.
6. The above offer of appointment is subject to submission & verification of following documents:
    - Copies of your testimonials.
    - Reference letters - 2 Nos.
    - Reference Check.
    - Passport Size Photographs - 3 Nos
    - Relieving letter from Previous / last Employer.
    - Medical Fitness Certificate
    - Date of Birth Certificate
    - Salary Certificate
    - Address Proof

Wish you all the Best!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICESLTD.

AUTHORISED SIGNATORY

CIN NO : U66010RJ2006PLC029979

SHRIRAM GENERAL INSURANCE COMPANY LIMITED
E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

E-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302022
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

IRDAI Registration Number - 137
SHRIRAM General Insurance
BE INSURED... REST ASSURED

HRD / APL / SGI / 2019 / 12536
Dated : **29th May, 2019**

To,

Swapnajit Singh
Niundani
Kendujhar
Odisha - 758078
Mobile: 8338997737

Offer Cum Appointment Letter

Dear Mr. Singh,

With reference to the interview you had with us, we are pleased to appoint you as **Relationship Executive - Marketing (Shri Shoppe)** on the following terms and conditions:

1. **SALARY** - You will paid a Salary of **15,000/- (CTC) per month** as per the following break-up:

BASIC	:	9,620	Per Month
HRA	:	2,262	Per Month
GROSS (Rs.)	:	11,882	Per Month
BONUS / EXGRATIA (to be paid annually)	:	1,400	Per Month
PF (Company Contribution)	:	1,154	Per Month
ESIC (Company Contribution)	:	564	Per Month
CTC (Rs.)	:	15,000	Per Month
Annual CTC (Rs.)	:	1,80,000	

In addition to the above, you will be eligible for petrol and mobile reimbursement (if used for official purposes) as per the following.

a. **Petrol Reimbursement: Maximum 30Ltr. Per month (Subject to production of Bill/Log Book).**
b. **Mobile Reimbursement: Maximum Rs. 500/- Per month (Subject to production of Bill)**

2. **POSTING & DATE OF JOINING:** You will be posted at our **Jajpur Branch**, the address which is **"Shrirarn General Insurance Co. Ltd., Chorda By Pass Road, Jajpur Road, Jaipur, Odisha-755019"** You are required to report at our branch on or before **10th June, 2019** at **09:30 hrs.** and submit the joining report duly signed by you to the undersigned. The date mentioned in the joining report shall be recorded as your date of joining in our records.

3. **REPORTING:** For Functional, Operational and Administrative purposes, you will report to **Mr. Ganesh Chandra Barik -Marketing, Marketing (Shri Shoppe).**

4. **NOTICE PERIOD:** You will be on probation for a period of Six Months and your confirmation will depend upon the satisfactory performance during this period. Your services may be terminated without giving any notice and assigning any reason during the probation period. On confirmation, your services may be terminated with advance notice of three months. In any case you intend to leave the company after completion of service bond; you will have to give the company a notice of three months. In case of failure to give such notice you shall be liable to pay the Company three months' salary in Lieu of notice period. If the notice period is shorter than the three month notice period, the same will be deducted from the three month period and the salary has to be paid by you for the residual period of the notice period.

Contd. On Page 2

Signature of Candidate

5. **DRESS CODE:** You are required to attend the office in the decent dress code.

6. **LEAVE ELIGIBILITY:** You will be eligible for 12 Casual Leaves only on Pro-Rata basis in the First Calendar Year of service and thereafter every calendar year, which are non-cumulative in nature On completion of One Year of service you will be eligible for 12 Sick Leave and 12 Privilege Leave.

7. Your services are liable to be transferred to any office of the company whether in India or abroad at the sole discretion of the Management.

8. This appointment order is made on the understanding that the information and relevant documents provided by you are correct, true and complete, If it is found at any point of time that the same provided by you is not true, incorrect, incomplete or fraudulent in nature, **your employment shall be liable to be terminated without assigning any reasons thereof or without giving any notice.**

9. This appointment order is made on the understanding that, beside the above, delay in submission of your document will debar you from being eligible for confirmation/ increment/ promotion and any incidental benefits.

10. You are debarred to discuss or to disclose by any means any matters, policies, transactions, accounts or any other information pertaining to the Company with outsiders. Further during the course of employment employee shall keep all the information of the company confidential, which may be known to him/her by any means and shall use it in officially authorized manner. Employee shall not share any of his password, security token or any information which is authorized to him/her and He/ She will be responsible and accountable for maintaining those authentications during his/her service period with the company. Upon termination of his/her service for any reason employee will return all records and other information of the company which have been given to him/her in the course of his/her employment or may have come into his/her possession by any means, employee will not attempt to make or retain copies of any data, information or records of company by any means. Employee will be charged and subject to legal actions in case of information breach during his/her term of employment even upon termination of his/her service.

11. You are also debarred, by virtue of your employment in this Organization, to get involved in any other employment or assignment, be it temporary or permanent in nature, without an explicit written permission from this Organization.

12. At any point of time if it is revealed that any of your **/activities /conduct /negligence of work /disobedience of Management's decision/misbehavior with any of the colleagues/ use of foul language etc.,** during office hours or beyond is prejudicial to the interests of the Company, your services will be terminated summarily without any Notice. You will not join any of the competitors of Shrirain General Insurance Company Ltd. for a period of three months from the date of leaving the Company.

13. You will have to undergo the Licentiate exam at your own cost as an employee of Shriram General Insurance Company Limited, though necessary training for clearing the same will be provided by SGI training center.

Contd. On Page 3

Ahmad

Signature of Candidate

CIN NO : U66010RJ2006PLC029979

SHRIRAM GENERAL INSURANCE COMPANY LIMITED
E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

E-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302022
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

IRDAI Registration Number - 137
SHRIRAM General Insurance
BE INSURED... REST ASSURED

14. You will retire from the services of the Company on attaining **the age of** 60 years or on completion of 35 years of continuous service with the Company, whichever is earlier,

15. You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this appointment letter / agreement etc. and the Courts at Jaipur will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

16. All the disputes and differences between SGI and you, shall be resolved under the Arbitration and Conciliation Act,1996, and by an arbitrator who shall solely be appointed by the Manager HR/ Authorized Representative and whose decision shall be binding upon the parties. Further, the place of jurisdiction in all matters, including arbitration shall be confined to Jaipur only.

17. Only if you agree with all the clauses, place your signature on required place as a token of your acceptance of this appointment letter.

18. **ACCEPTANCE:** Please return the duplicate copy of this letter, duly acknowledged as a token of your acceptance of the terms and conditions.

WE welcome you to SHRIRAM GENERAL INSURANCE COMPANY LTD. and look forward to a fruitful association.

Best Wishes
For and behalf of
Rohit Mathur
AGM - Human Resources

(Authorized Signatory)

I, Mr./Mrs._____
_____,S/O, D/O SHri_____
____, do hereby accept the terms and conditions of The Appointment Letter issued to me.

_____
(SIGNATURE & DATE)

CIN NO : U66010RJ2006PLC029980

SHRIRAM GENERAL INSURANCE COMPANY LIMITED
E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

E-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302022
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

IRDAI Registration Number - 137
SHRIRAM General Insurance
BE INSURED... REST ASSURED

HRD / APL / SGI / 2019 / 12537
Dated : **29th May, 2019**

To,

Ashish Kumar Nayak
Niundani, Kendujhar
Odisha - 758078
Mobile: 8338997737

Offer Cum Appointment Letter

Dear Mr. Nayak,

With reference to the interview you had with us, we are pleased to appoint you as **Relationship Executive - Marketing (Shri Shoppe)** on the following terms and conditions:

1. **SALARY** - You will paid a Salary of **15,000/- (CTC) per month** as per the following break-up:

BASIC	:	9,620	Per Month
HRA	:	2,262	Per Month
GROSS (Rs.)	:	11,882	Per Month
BONUS / EXGRATIA (to be paid annually)	:	1,400	Per Month
PF (Company Contribution)	:	1,154	Per Month
ESIC (Company Contribution)	:	564	Per Month
CTC (Rs.)	:	15,000	Per Month
Annual CTC (Rs.)	:	1,80,000	

In addition to the above, you will be eligible for petrol and mobile reimbursement (if used for official purposes) as per the following.

a. **Petrol Reimbursement: Maximum 30Ltr. Per month (Subject to production of Bill/Log Book).**
b. **Mobile Reimbursement: Maximum Rs. 500/- Per month (Subject to production of Bill)**

2. **POSTING & DATE OF JOINING:** You will be posted at our **Jajpur Branch**, the address which is **"Shrirarn General Insurance Co. Ltd., Chorda By Pass Road, Jajpur Road, Jaipur, Odisha-755019"** You are required to report at our branch on or before **10th June, 2019** at **09:30 hrs.** and submit the joining report duly signed by you to the undersigned. The date mentioned in the joining report shall be recorded as your date of joining in our records.

3. **REPORTING:** For Functional, Operational and Administrative purposes, you will report to **Mr. Ganesh Chandra Barik -Marketing, Marketing (Shri Shoppe).**

4. **NOTICE PERIOD:** You will be on probation for a period of Six Months and your confirmation will depend upon the satisfactory performance during this period. Your services may be terminated without giving any notice and assigning any reason during the probation period. On confirmation, your services may be terminated with advance notice of three months. In any case you intend to leave the company after completion of service bond; you will have to give the company a notice of three months. In case of failure to give such notice you shall be liable to pay the Company three months' salary in Lieu of notice period. If the notice period is shorter than the three month notice period, the same will be deducted from the three month period and the salary has to be paid by you for the residual period of the notice period.

Contd. On Page 2

Signature of Candidate

5. **DRESS CODE:** You are required to attend the office in the decent dress code.

6. **LEAVE ELIGIBILITY:** You will be eligible for 12 Casual Leaves only on Pro-Rata basis in the First Calendar Year of service and thereafter every calendar year, which are non-cumulative in nature On completion of One Year of service you will be eligible for 12 Sick Leave and 12 Privilege Leave.

7. Your services are liable to be transferred to any office of the company whether in India or abroad at the sole discretion of the Management.

8. This appointment order is made on the understanding that the information and relevant documents provided by you are correct, true and complete, If it is found at any point of time that the same provided by you is not true, incorrect, incomplete or fraudulent in nature, **your employment shall be liable to be terminated without assigning any reasons thereof or without giving any notice.**

9. This appointment order is made on the understanding that, beside the above, delay in submission of your document will debar you from being eligible for confirmation/ increment/ promotion and any incidental benefits.

10. You are debarred to discuss or to disclose by any means any matters, policies, transactions, accounts or any other information pertaining to the Company with outsiders. Further during the course of employment employee shall keep all the information of the company confidential, which may be known to him/her by any means and shall use it in officially authorized manner. Employee shall not share any of his password, security token or any information which is authorized to him/her and He/ She will be responsible and accountable for maintaining those authentications during his/her service period with the company. Upon termination of his/her service for any reason employee will return all records and other information of the company which have been given to him/her in the course of his/her employment or may have come into his/her possession by any means, employee will not attempt to make or retain copies of any data, information or records of company by any means. Employee will be charged and subject to legal actions in case of information breach during his/her term of employment even upon termination of his/her service.

11. You are also debarred, by virtue of your employment in this Organization, to get involved in any other employment or assignment, be it temporary or permanent in nature, without an explicit written permission from this Organization.

12. At any point of time if it is revealed that any of your **/activities /conduct /negligence of work /disobedience of Management's decision/misbehavior with any of the colleagues/ use of foul language etc.,** during office hours or beyond is prejudicial to the interests of the Company, your services will be terminated summarily without any Notice. You will not join any of the competitors of Shrirain General Insurance Company Ltd. for a period of three months from the date of leaving the Company.

13. You will have to undergo the Licentiate exam at your own cost as an employee of Shriram General Insurance Company Limited, though necessary training for clearing the same will be provided by SGI training center.

Contd. On Page 3

Ahmad

Signature of Candidate

CIN NO : U66010RJ2006PLC029979

SHRIRAM GENERAL INSURANCE COMPANY LIMITED
E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA

E-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302022
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

IRDAI Registration Number - 137
SHRIRAM General Insurance
REINSURED... BEST ASSURED

14. You will retire from the services of the Company on attaining **the age of** 60 years or on completion of 35 years of continuous service with the Company, whichever is earlier,

15. You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this appointment letter / agreement etc. and the Courts at Jaipur will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

16. All the disputes and differences between SGI and you, shall be resolved under the Arbitration and Conciliation Act,1996, and by an arbitrator who shall solely be appointed by the Manager HR/ Authorized Representative and whose decision shall be binding upon the parties. Further, the place of jurisdiction in all matters, including arbitration shall be confined to Jaipur only.

17. Only if you agree with all the clauses, place your signature on required place as a token of your acceptance of this appointment letter.

18. **ACCEPTANCE:** Please return the duplicate copy of this letter, duly acknowledged as a token of your acceptance of the terms and conditions.

WE welcome you to SHRIRAM GENERAL INSURANCE COMPANY LTD. and look forward to a fruitful association.

Best Wishes
For and behalf of
Rohit Mathur
AGM - Human Resources

(Authorized Signatory)

I, Mr./Mrs._____
_____,S/O, D/O SHri_____
_____, do hereby accept the terms and conditions of The Appointment Letter issued to me.

_____
(SIGNATURE & DATE)

CIN NO : U66010RJ2006PLC029981

SHRIRAM GENERAL INSURANCE COMPANY LIMITED
E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

E-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302022
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

IRDAI Registration Number - 137
SHRIRAM General Insurance
BE INSURED ... REST ASSURED

HRD / APL / SGI / 2019 / 12538
Dated : **29th May, 2019**

To,

Ashutosh Bhuyan
Nandi Sahi, Cuttack
Odisha - 753001
Mobile: 8249869116

Offer Cum Appointment Letter

Dear Mr. Bhuyan,

With reference to the interview you had with us, we are pleased to appoint you as **Relationship Executive - Marketing (Shri Shoppe)** on the following terms and conditions:

1. **SALARY** - You will paid a Salary of **15,000/- (CTC) per month** as per the following break-up:

BASIC	:	9,620	Per Month
HRA	:	2,262	Per Month
GROSS (Rs.)	:	11,882	Per Month
BONUS / EXGRATIA (to be paid annually)	:	1,400	Per Month
PF (Company Contribution)	:	1,154	Per Month
ESIC (Company Contribution)	:	564	Per Month
CTC (Rs.)	:	15,000	Per Month
Annual CTC (Rs.)	:	1,80,000	

In addition to the above, you will be eligible for petrol and mobile reimbursement (if used for official purposes) as per the following.

a. **Petrol Reimbursement: Maximum 30Ltr. Per month (Subject to production of Bill/Log Book).**
b. **Mobile Reimbursement: Maximum Rs. 500/- Per month (Subject to production of Bill)**

2. **POSTING & DATE OF JOINING:** You will be posted at our **Jajpur Branch**, the address which is **"Shrirarn General Insurance Co. Ltd., Chorda By Pass Road, Jajpur Road, Jaipur, Odisha-755019"** You are required to report at our branch on or before **10th June, 2019** at **09:30 hrs.** and submit the joining report duly signed by you to the undersigned. The date mentioned in the joining report shall be recorded as your date of joining in our records.

3. **REPORTING:** For Functional, Operational and Administrative purposes, you will report to **Mr. Ganesh Chandra Barik -Marketing, Marketing (Shri Shoppe).**

4. **NOTICE PERIOD:** You will be on probation for a period of Six Months and your confirmation will depend upon the satisfactory performance during this period. Your services may be terminated without giving any notice and assigning any reason during the probation period. On confirmation, your services may be terminated with advance notice of three months. In any case you intend to leave the company after completion of service bond; you will have to give the company a notice of three months. In case of failure to give such notice you shall be liable to pay the Company three months' salary in Lieu of notice period. If the notice period is shorter than the three month notice period, the same will be deducted from the three month period and the salary has to be paid by you for the residual period of the notice period.

Contd. On Page 2

Signature of Candidate

5. **DRESS CODE:** You are required to attend the office in the decent dress code.

6. **LEAVE ELIGIBILITY:** You will be eligible for 12 Casual Leaves only on Pro-Rata basis in the First Calendar Year of service and thereafter every calendar year, which are non-cumulative in nature On completion of One Year of service you will be eligible for 12 Sick Leave and 12 Privilege Leave.

7. Your services are liable to be transferred to any office of the company whether in India or abroad at the sole discretion of the Management.

8. This appointment order is made on the understanding that the information and relevant documents provided by you are correct, true and complete, If it is found at any point of time that the same provided by you is not true, incorrect, incomplete or fraudulent in nature, **your employment shall be liable to be terminated without assigning any reasons thereof or without giving any notice.**

9. This appointment order is made on the understanding that, beside the above, delay in submission of your document will debar you from being eligible for confirmation/ increment/ promotion and any incidental benefits.

10. You are debarred to discuss or to disclose by any means any matters, policies, transactions, accounts or any other information pertaining to the Company with outsiders. Further during the course of employment employee shall keep all the information of the company confidential, which may be known to him/her by any means and shall use it in officially authorized manner. Employee shall not share any of his password, security token or any information which is authorized to him/her and He/ She will be responsible and accountable for maintaining those authentications during his/her service period with the company. Upon termination of his/her service for any reason employee will return all records and other information of the company which have been given to him/her in the course of his/her employment or may have come into his/her possession by any means, employee will not attempt to make or retain copies of any data, information or records of company by any means. Employee will be charged and subject to legal actions in case of information breach during his/her term of employment even upon termination of his/her service.

11. You are also debarred, by virtue of your employment in this Organization, to get involved in any other employment or assignment, be it temporary or permanent in nature, without an explicit written permission from this Organization.

12. At any point of time if it is revealed that any of your **/activities /conduct /negligence of work /disobedience of Management's decision/misbehavior with any of the colleagues/ use of foul language etc.,** during office hours or beyond is prejudicial to the interests of the Company, your services will be terminated summarily without any Notice. You will not join any of the competitors of Shrirain General Insurance Company Ltd. for a period of three months from the date of leaving the Company.

13. You will have to undergo the Licentiate exam at your own cost as an employee of Shriram General Insurance Company Limited, though necessary training for clearing the same will be provided by SGI training center.

Contd. On Page 3

Ahmad

Signature of Candidate

14. You will retire from the services of the Company on attaining **the age of** 60 years or on completion of 35 years of continuous service with the Company, whichever is earlier,

15. You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this appointment letter / agreement etc. and the Courts at Jaipur will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

16. All the disputes and differences between SGI and you, shall be resolved under the Arbitration and Conciliation Act,1996, and by an arbitrator who shall solely be appointed by the Manager HR/ Authorized Representative and whose decision shall be binding upon the parties. Further, the place of jurisdiction in all matters, including arbitration shall be confined to Jaipur only.

17. Only if you agree with all the clauses, place your signature on required place as a token of your acceptance of this appointment letter.

18. **ACCEPTANCE:** Please return the duplicate copy of this letter, duly acknowledged as a token of your acceptance of the terms and conditions.

WE welcome you to SHRIRAM GENERAL INSURANCE COMPANY LTD. and look forward to a fruitful association.

Best Wishes
For and behalf of
Rohit Mathur
AGM - Human Resources

(Authorized Signatory)

I, Mr./Mrs._____
_____,S/O, D/O SHri_____
____, do hereby accept the terms and conditions of The Appointment Letter issued to me.

_____
(SIGNATURE & DATE)

SUNDARAM FINANCE®
Enduring values. New age thinking.

Offer 5487:2019
27-Nov-2018

Mr. Biswajit Pradhan
AT - Probadhpur, P.O - Mandari, Via - Basudevpur,
P.S - Basudevpur, Dist - Bhadrak, Pin - 756125

Re: Offer Letter

Dear Mr. Biswajit,

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Customer Support** in **Grade - 6** in our organization, on the following terms and conditions.

You will be posted at our **Barasat.**

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Your appointment will be subject to your being found medically fit.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

Sundaram Finance Limited

R. Sekar
Head - Human Resources

Regd. Office: 21, Patullos Road, Chennai – 600 002, India PAN : AAACS4944A CIN : L65191TN1954PLC002429
Ph: +91 44 2852 1181 **www.sundaramfinance.com** E-mail: wecare@sundaramfinance.in

SUNDARAM FINANCE®
Enduring values. New age thinking.

Annexure

Compensation Package	
Name	**Biswajit Pradhan**
Designation	**Assistant Manager – Customer Support**
Pay Elements	**Amount(Rupees per Month)**
Basic Salary	4,750
House Rent Allowance	2,850
City Compensatory Allowance	10,000
Transport Allowance	3,000
FCCP Allowance	3,000
Location Allowance ^	900
Other Allowances	1,500
Perf. Linked Variable Bonus @	1,700
Monthly Gross Salary	**27,000**
Annual benefits	
Reimbursement of Premium Paid on Health Insurance	5,000
Leave Travel Assistance	10,000
Merit Bonus *	Based on Performance
Deferred Bonus - EABOS I # EABOS II #	25,000 12,000
Terminal Benefits	
Employer's Contribution towards Provident Fund	Rs.1800/- per month
Employer's Contribution towards Gratuity Fund	As per Company Rules

Note:

@ This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period.
^ This allowance will be paid to you as long as you are attached to "Barasat".
* Eligible after confirmation. Amount payable will depend on the rating to be assigned after evaluation of performance.
# A deferred bonus, which will be paid to you in accordance with the 'Scheme' framed by the company in this regard.

Sundaram Finance Limited

R. Sekar
Head - Human Resources

SUNDARAM FINANCE®
Enduring values. New age thinking.

Offer 5488:2019
27-Nov-2018

Mr. Kunal Gawda
AT - Nazarpur, P.O - Jagatpur,
Dist - Cuttack, Pin - 754021

Re: Offer Letter

Dear Mr. Kunal,

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Customer Support** in **Grade - 6** in our organization, on the following terms and conditions.

You will be posted at our **Barasat.**

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Your appointment will be subject to your being found medically fit.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

Sundaram Finance Limited

R. Sekar
Head - Human Resources

Regd. Office: 21, Patullos Road, Chennai – 600 002, India PAN : AAACS4944A CIN : L65191TN1954PLC002429
Ph: +91 44 2852 1181 **www.sundaramfinance.com** E-mail: wecare@sundaramfinance.in

SUNDARAM FINANCE®
Enduring values. New age thinking.

Annexure

Compensation Package	
Name	**Kunal Gawda**
Designation	**Assistant Manager – Customer Support**
Pay Elements	**Amount(Rupees per Month)**
Basic Salary	4,750
House Rent Allowance	2,850
City Compensatory Allowance	10,000
Transport Allowance	3,000
FCCP Allowance	3,000
Location Allowance ^	900
Other Allowances	1,500
Perf. Linked Variable Bonus @	1,700
Monthly Gross Salary	**27,000**
Annual benefits	
Reimbursement of Premium Paid on Health Insurance	5,000
Leave Travel Assistance	10,000
Merit Bonus *	Based on Performance
Deferred Bonus - EABOS I # EABOS II #	25,000 12,000
Terminal Benefits	
Employer's Contribution towards Provident Fund	Rs.1800/- per month
Employer's Contribution towards Gratuity Fund	As per Company Rules

Note:

@ This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period.
^ This allowance will be paid to you as long as you are attached to "Barasat".
* Eligible after confirmation. Amount payable will depend on the rating to be assigned after evaluation of performance.
# A deferred bonus, which will be paid to you in accordance with the 'Scheme' framed by the company in this regard.

Sundaram Finance Limited

R. Sekar
Head - Human Resources

Regd. Office: 21, Patullos Road, Chennai – 600 002, India PAN : AAACS4944A CIN : L65191TN1954PLC002429
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Offer 5491:2019
27-Nov-2018

Ms. Utkalika Nayak
AT - Kapaleswar, P.O - Choudwar,
Dist - Cuttack, Pin - 754025

Re: Offer Letter

Dear Ms. Utkalika,

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Customer Support** in **Grade - 6** in our organization, on the following terms and conditions.

You will be posted at our **Barasat**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Your appointment will be subject to your being found medically fit.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

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R. Sekar
Head - Human Resources

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Annexure

Compensation Package	
Name	**Utkalika Nayak**
Designation	**Assistant Manager – Customer Support**
Pay Elements	**Amount(Rupees per Month)**
Basic Salary	4,750
House Rent Allowance	2,850
City Compensatory Allowance	10,000
Transport Allowance	3,000
FCCP Allowance	3,000
Location Allowance ^	900
Other Allowances	1,500
Perf. Linked Variable Bonus @	1,700
Monthly Gross Salary	**27,000**
Annual benefits	
Reimbursement of Premium Paid on Health Insurance	5,000
Leave Travel Assistance	10,000
Merit Bonus *	Based on Performance
Deferred Bonus - EABOS I # EABOS II #	25,000 12,000
Terminal Benefits	
Employer's Contribution towards Provident Fund	Rs.1800/- per month
Employer's Contribution towards Gratuity Fund	As per Company Rules

Note:

@ This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period.
^ This allowance will be paid to you as long as you are attached to "Barasat".
* Eligible after confirmation. Amount payable will depend on the rating to be assigned after evaluation of performance.
# A deferred bonus, which will be paid to you in accordance with the 'Scheme' framed by the company in this regard.

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R. Sekar
Head - Human Resources

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Offer 5489:2019
27-Nov-2018

Mr. Ganapati Patel
AT - Deulasahi Road, P.O - Odia Bazaar,
Dist - Cuttack, Pin - 753002

Re: Offer Letter

Dear Mr. Ganapati,

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Customer Support** in **Grade - 6** in our organization, on the following terms and conditions.

You will be posted at our **Barasat.**

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Your appointment will be subject to your being found medically fit.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

Sundaram Finance Limited

R. Sekar
Head - Human Resources

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Annexure

Compensation Package	
Name	**Ganapati Patel**
Designation	**Assistant Manager – Customer Support**
Pay Elements	**Amount(Rupees per Month)**
Basic Salary	4,750
House Rent Allowance	2,850
City Compensatory Allowance	10,000
Transport Allowance	3,000
FCCP Allowance	3,000
Location Allowance ^	900
Other Allowances	1,500
Perf. Linked Variable Bonus @	1,700
Monthly Gross Salary	**27,000**
Annual benefits	
Reimbursement of Premium Paid on Health Insurance	5,000
Leave Travel Assistance	10,000
Merit Bonus *	Based on Performance
Deferred Bonus - EABOS I # EABOS II #	25,000 12,000
Terminal Benefits	
Employer's Contribution towards Provident Fund	Rs.1800/- per month
Employer's Contribution towards Gratuity Fund	As per Company Rules

Note:

@ This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period.
^ This allowance will be paid to you as long as you are attached to "Barasat".
* Eligible after confirmation. Amount payable will depend on the rating to be assigned after evaluation of performance.
# A deferred bonus, which will be paid to you in accordance with the 'Scheme' framed by the company in this regard.

Sundaram Finance Limited

R. Sekar
Head - Human Resources

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Offer 5490:2019
27-Nov-2018

Mr. Dipti Ranjan Mahakud
AT - Kalarahanga, P.O - Patia
Dist - Khorda, Pin - 751024

Re: Offer Letter

Dear Mr. Dipti,

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Customer Support** in **Grade - 6** in our organization, on the following terms and conditions.

You will be posted at our **Barasat.**

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Your appointment will be subject to your being found medically fit.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

Sundaram Finance Limited

R. Sekar
Head - Human Resources

SUNDARAM FINANCE®
Enduring values. New age thinking.

Annexure

Compensation Package	
Name	**Dipti Ranjan Mahakud**
Designation	**Assistant Manager – Customer Support**
Pay Elements	**Amount(Rupees per Month)**
Basic Salary	4,750
House Rent Allowance	2,850
City Compensatory Allowance	10,000
Transport Allowance	3,000
FCCP Allowance	3,000
Location Allowance ^	900
Other Allowances	1,500
Perf. Linked Variable Bonus @	1,700
Monthly Gross Salary	**27,000**
Annual benefits	
Reimbursement of Premium Paid on Health Insurance	5,000
Leave Travel Assistance	10,000
Merit Bonus *	Based on Performance
Deferred Bonus - EABOS I # EABOS II #	25,000 12,000
Terminal Benefits	
Employer's Contribution towards Provident Fund	Rs.1800/- per month
Employer's Contribution towards Gratuity Fund	As per Company Rules

Note:

@ This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period.
^ This allowance will be paid to you as long as you are attached to "Barasat".
* Eligible after confirmation. Amount payable will depend on the rating to be assigned after evaluation of performance.
# A deferred bonus, which will be paid to you in accordance with the 'Scheme' framed by the company in this regard.

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R. Sekar
Head - Human Resources

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Ph: +91 44 2852 1181 **www.sundaramfinance.com** E-mail: wecare@sundaramfinance.in

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

Date: 11/02/2019
Mr. Rikitesh Patra,
S/O - Dinabandhu Patra, Killa Pokhari Road,
Noopur Road, Balasore, Odisha - 756003

Dear Mr. Rikitesh Patra,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

a) Role: **Software Developer**

b) Date of Joining: **11/02/2019**

c) Cost to Company: **2,50,000 (Rs.)** Per Annum (Two Lakh Fifty Thousand Only). This offer is subject to successful completion of your professional qualification.

02. Probation Period:

You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever. You may be asked to undergo training through physical or electronic means during your Probation period. Successful certification at the end of this training will be necessary for your continued employment with the company.

03. Notice Period:

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; in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

05. Transfer:

Your services can be transferred to any of our units/departments situated anywhere in India or abroad.

06. Other Terms & 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 the Company. 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.

You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

Thanking You
Your's sincerely,
Aloha Technology Pvt. Ltd.

(Authorised Signatory)

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

ANNEXURE

Name - Rikitesh Patra		
Description	**Gross Monthly**	**Per Annum**
Gross Basic	13,000	**1,56,200**
Gross HRA	3,900	**46,800**
Gross Conveyance	0	0
SA	3,310	**39,720**
Gross Salary	**20,210**	**2,42,520**
PF Employer Contribution as per EPF Act	0	0
ESI Employer Contribution as per ESI Act	0	0
Bonus as per Payment of Bonus Act	0	0
Gratuity as per Payment of Gratuity Act	624	**7,488**
Total CTC	**20834**	**2,50,208**

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

Date: 11/02/2019
Mr. Itihas Rout,
S/O - Hadibandhu Rout, Mallick bag,
Choudhury Bazaar, Cuttack, Odisha - 753001

Dear Mr. Itihas Rout,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

a) Role: **Software Developer**

b) Date of Joining: **11/02/2019**

c) Cost to Company: **2,50,000 (Rs.)** Per Annum (Two Lakh Fifty Thousand Only). This offer is subject to successful completion of your professional qualification.

02. Probation Period:

You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever. You may be asked to undergo training through physical or electronic means during your Probation period. Successful certification at the end of this training will be necessary for your continued employment with the company.

03. Notice Period:

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; in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

05. Transfer:

Your services can be transferred to any of our units/departments situated anywhere in India or abroad.

06. Other Terms & 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 the Company. 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.

You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

Thanking You
Your's sincerely,
Aloha Technology Pvt. Ltd.

(Authorised Signatory)

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

ANNEXURE

Name - Itihas Rout		
Description	**Gross Monthly**	**Per Annum**
Gross Basic	13,000	**1,56,200**
Gross HRA	3,900	**46,800**
Gross Conveyance	0	0
SA	3,310	**39,720**
Gross Salary	**20,210**	**2,42,520**
PF Employer Contribution as per EPF Act	0	0
ESI Employer Contribution as per ESI Act	0	0
Bonus as per Payment of Bonus Act	0	0
Gratuity as per Payment of Gratuity Act	624	**7,488**
Total CTC	**20834**	**2,50,208**

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

Date: 11/02/2019
Mr. Nikhil Kumar Giri,
S/O - Nabina Kumar Giri, Satyabhama Niwas,
Diamond Tank Road, Brahmapur, Odisha - 760002

Dear Mr. Nikhil Kumar Giri,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

a) Role: **Software Developer**

b) Date of Joining: **11/02/2019**

c) Cost to Company: **2,50,000 (Rs.)** Per Annum (Two Lakh Fifty Thousand Only). This offer is subject to successful completion of your professional qualification.

02. Probation Period:

You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever. You may be asked to undergo training through physical or electronic means during your Probation period. Successful certification at the end of this training will be necessary for your continued employment with the company.

03. Notice Period:

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; in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018928

Tel . : 020- 25898581
Email : info@alohatechnology.com

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

05. Transfer:

Your services can be transferred to any of our units/departments situated anywhere in India or abroad.

06. Other Terms & 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 the Company. 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.

You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

Thanking You
Your's sincerely,
Aloha Technology Pvt. Ltd.

(Authorised Signatory)

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

ANNEXURE

Name - Nikhil Kumar Giri		
Description	**Gross Monthly**	**Per Annum**
Gross Basic	13,000	**1,56,200**
Gross HRA	3,900	**46,800**
Gross Conveyance	0	0
SA	3,310	**39,720**
Gross Salary	**20,210**	**2,42,520**
PF Employer Contribution as per EPF Act	0	0
ESI Employer Contribution as per ESI Act	0	0
Bonus as per Payment of Bonus Act	0	0
Gratuity as per Payment of Gratuity Act	624	**7,488**
Total CTC	**20834**	**2,50,208**

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

Date: 11/02/2019
Mr. Jagannath Tripathy,
S/O - Sudhanshu Tripathy, Kapaleswar,
Choudwar, Cuttack, Odisha - 754025

Dear Mr. Jagannath Tripathy,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

a) Role: **Software Developer**

b) Date of Joining: **11/02/2019**

c) Cost to Company: **2,50,000 (Rs.)** Per Annum (Two Lakh Fifty Thousand Only). This offer is subject to successful completion of your professional qualification.

02. Probation Period:

You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever. You may be asked to undergo training through physical or electronic means during your Probation period. Successful certification at the end of this training will be necessary for your continued employment with the company.

03. Notice Period:

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; in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

05. Transfer:

Your services can be transferred to any of our units/departments situated anywhere in India or abroad.

06. Other Terms & 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 the Company. 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.

You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

Thanking You
Your's sincerely,
Aloha Technology Pvt. Ltd.

(Authorised Signatory)

Accepted

ALOHA TECHNOLOGY PRIVATE LTD.

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune – 411 007. INDIA
CIN NO : U72200PN2004PTC018923

Tel . : 020- 25898581
Email : info@alohatechnology.com

ANNEXURE

Name - Jagannath Tripathy		
Description	**Gross Monthly**	**Per Annum**
Gross Basic	13,000	**1,56,200**
Gross HRA	3,900	**46,800**
Gross Conveyance	0	0
SA	3,310	**39,720**
Gross Salary	**20,210**	**2,42,520**
PF Employer Contribution as per EPF Act	0	0
ESI Employer Contribution as per ESI Act	0	0
Bonus as per Payment of Bonus Act	0	0
Gratuity as per Payment of Gratuity Act	624	**7,488**
Total CTC	**20834**	**2,50,208**

Accepted

ApMoSys
ISO 9001:2015 Certified Company

Date: 21-01-2019

Dear Subrat Kumar Mahi,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,20,000 per annum.**

Your joining date will be **04th February, 2019**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 21-01-2019

Dear Gyana Ranjan Sahoo,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,20,000 per annum.**

Your joining date will be **04th February, 2019.** You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 21-01-2019

Dear Dikshya Rani Sahoo,

We are pleased to inform you that you are selected for the position of "Trainee Software **Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,20,000** per annum.

Your joining date will be **04th February, 2019**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 21-01-2019

Dear Subhakankshi Parida,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,20,000 per annum.**

Your joining date will be **04th February, 2019**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

ApMoSys
ISO 9001:2015 Certified Company

Date: 21-01-2019

Dear Abhishek Nayak,

We are pleased to inform you that you are selected for the position of **"Trainee Software Engineer"** in ApMoSys Technologies Pvt. Ltd. at the CTC of Rupees **2,20,000 per annum.**

Your joining date will be **04th February, 2019**. You are requested to report at our Mahape, Navi Mumbai office on or before the given date at 10:30 AM at the below address.

B-505/506, Greenscape Technocity,
Next to Country Inn & Suites
Shil Phata Mahape Road,
Mahape, Navi Mumbai

You are requested to carry the following documents by the time of your joining.

1. Originals of education documents (for one year)
2. Copy of Aadhar card & Pan Card
3. Soft copy of passport size photograph
4. Cancelled cheque/Bank Passbook first page Xerox.

A letter with your salary break-up and other details will be provided to you during your joining along with your appointment letter.

Please feel free to call the undersigned in case of any query.

Thanks & Regards

Shruti Panhale

HR Executive

ApMoSys Technologies Pvt. Ltd

InstaSafe
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PERSONAL & CONFIDENTIAL

Date: 03rd January 2019

Dear Binayak Behera,

PAN No - Bhubaneswar,

India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 3,50,000**(Rupees Three Lakhs Fifty Thousand Only). A detailed component wise break up is attached in Annexure-1.

We would appreciate it if you can start work with us on or before **14th January 2019** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT. LTD. BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **Binayak Behera**

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PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 14th January 2019

Name	**Binayak Behera**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**22,825.00**	**2,73,900.00**
Salary Stack up		
Basic (50% of CTC)	11,413.00	1,36,956.00
HRA (40% of Basic)	4,565.00	54,780.00
Medical	1,250.00	15,000.00
Conveyance	1,600.00	19,200.00
LTA	2,353.00	28,236.00
PF Employee Contribution	1,800.00	21,600.00
Special Allowance	1,472.00	17,664.00
Monthly Gross (A)	**24,453.00**	**2,93,436.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	**1,800.00**	**46,600.00**
Salary (A+B)	**26,253.00**	**3,40,036.00**
Annual performance Bonus		10,000.00
Annual CTC		**3,50,036.00**

I accept.

BINAYAK BEHERA

InstaSafe
Cloud. Secure. Instant.

PERSONAL & CONFIDENTIAL

Date: 03rd January 2019

Dear Suvasmita Swain,

PAN No - Bhubaneswar,

India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 3,50,000**(Rupees Three Lakhs Fifty Thousand Only). A detailed component wise break up is attached in Annexure-1.

We would appreciate it if you can start work with us on or before **14th January 2019** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **Suvasmita Swain**

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ANNEXURE 1

Expected date of joining: 14th January 2019

Name	**Suvasmita Swain**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**22,825.00**	**2,73,900.00**
Salary Stack up		
Basic (50% of CTC)	11,413.00	1,36,956.00
HRA (40% of Basic)	4,565.00	54,780.00
Medical	1,250.00	15,000.00
Conveyance	1,600.00	19,200.00
LTA	2,353.00	28,236.00
PF Employee Contribution	1,800.00	21,600.00
Special Allowance	1,472.00	17,664.00
Monthly Gross (A)	**24,453.00**	**2,93,436.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	**1,800.00**	**46,600.00**
Salary (A+B)	**26,253.00**	**3,40,036.00**
Annual performance Bonus		10,000.00
Annual CTC		**3,50,036.00**

I accept.

SUVASMITA SWAIN

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PERSONAL & CONFIDENTIAL

Date: 03rd January 2019

Dear Rashmi Ranjan Nath,

PAN No - Bhubaneswar,

India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India.** Your annual gross compensation would be **Rs 3,50,000**(Rupees Three Lakhs Fifty Thousand Only)**.** A detailed component wise break up is attached in Annexure-1.

We would appreciate it if you can start work with us on or before **14th January 2019** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT. LTD. BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **Rashmi Ranjan Nath**

PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 14th January 2019

Name	**Rashmi Ranjan Nath**
Designation	**MTS - I**

Particulars	**Per month** (INR)	**Per annum** (INR)
Fixed Salary	**22,825.00**	**2,73,900.00**
Salary Stack up		
Basic (50% of CTC)	11,413.00	1,36,956.00
HRA (40% of Basic)	4,565.00	54,780.00
Medical	1,250.00	15,000.00
Conveyance	1,600.00	19,200.00
LTA	2,353.00	28,236.00
PF Employee Contribution	1,800.00	21,600.00
Special Allowance	1,472.00	17,664.00
Monthly Gross (A)	**24,453.00**	**2,93,436.00**
PF Company Contribution	1,800.00	21,600.00
Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	**1,800.00**	**46,600.00**
Salary (A+B)	**26,253.00**	**3,40,036.00**
Annual performance Bonus		10,000.00
Annual CTC		**3,50,036.00**

I accept.

RASHMI RANJAN NATH

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PERSONAL & CONFIDENTIAL

Date: 03rd January 2019

Dear Alok Kumar Bhoi,

PAN No - Bhubaneswar,

India.

Sub - Offer Letter

Congratulations!

We are pleased to offer you the position of the **MTS – I (Member of Technical Staff)** with **InstaSafe Technologies Private Limited**, based at **Bhubaneswar Office, India**. Your annual gross compensation would be **Rs 3,50,000**(Rupees Three Lakhs Fifty Thousand Only). A detailed component wise break up is attached in Annexure-1.

We would appreciate it if you can start work with us on or before **14th January 2019** at 10:00 Hrs. IST.

Please carry the following documents on the date of joining: -

- Educational Certificates (Original & photocopy)
- 4 Passport size photographs (Sky Blue background)
- Pan Card photocopy

Congratulations on this exciting advancement in your career that comes your way by means of this offer! We are confident that this new opportunity will add tremendous value to you as a person and a professional.

Kindly return to us the acknowledged copy of this letter as a token of your acceptance of the offer.

For **InstaSafe Technologies Private Limited** INSTASAFE TECHNOLOGIES PVT. LTD. BANGALORE **LOURDU MARY S D** **MANAGER-OPERATIONS** AUTHORISED SIGNATORY	I accept the above-mentioned terms and conditions. **Alok Kumar Bhoi**

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PERSONAL & CONFIDENTIAL

ANNEXURE 1

Expected date of joining: 14th January 2019

Name	Alok Kumar Bhol
Designation	MTS - I

Particulars	Per month (INR)	Per annum (INR)
Fixed Salary	**22,825.00**	**2,73,900.00**
Salary Stack up		
Basic (50% of CTC)	11,413.00	1,36,956.00
HRA (40% of Basic)	4,565.00	54,780.00
Medical	1,250.00	15,000.00
Conveyance	1,600.00	19,200.00
LTA	2,353.00	28,236.00
PF Employee Contribution	1,800.00	21,600.00
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Mediclaim Insurance Benefit* (Noncash company contribution for self & dependents)		25,000.00
Other Benefits (B)	**1,800.00**	**46,600.00**
Salary (A+B)	**26,253.00**	**3,40,036.00**
Annual performance Bonus		10,000.00
Annual CTC		**3,50,036.00**

I accept.

ALOK KUMAR BHOL

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Jyoti Prakash Sahoo
Address: S/O - Karunakara Sahoo
AT - Kanchapada, P.O - Kanchapada
Similia, Baleswar, Odisha,
Pin- 756166

Dear Jyoti Prakash,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd**.
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

iServeU Technology Pvt. Ltd.
Corporate Office: **4th Floor, JSS STP Tower 1,**
Infocity, Patia, Bhubaneswar – 751024
Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Sarthak Das
Address: S/O - Ashok Chandra Das
AT - Nankar, P.O - Jagatpur,
Cuttack, Odisha,
Pin- 754021

Dear Sarthak,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

iServeU Technology Pvt. Ltd.
Corporate Office: **4th Floor, JSS STP Tower 1,**
Infocity, Patia, Bhubaneswar – 751024
Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

iServeU Technology Pvt. Ltd.
Corporate Office: **4th Floor, JSS STP Tower 1,**
Infocity, Patia, Bhubaneswar – 751024
Contact: **08338088000**
Email: **info@iserveu.in** | Web: **www.iserveu.in**

b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

iServeU Technology Pvt. Ltd.
Corporate Office: 4th Floor, JSS STP Tower 1,
Infocity, Patia, Bhubaneswar – 751024
Contact: 08338088000
Email: info@iserveu.in | Web: www.iserveu.in

Date: 27th February, 2019

Mr. Chinmaya Kumar Pradhan
Address: S/O - Shakti Kumar Pradhan
AT - Mundali, P.O - Anuary,
Banki, Cuttack, Odisha,
Pin- 754008

Dear Chinmaya,
Re: **Appointment for the position of "Software Engineer Trainee"**

We refer to your application for the post of **Software Engineer Trainee** and subsequent interview held.
We are pleased to offer you, appointment in **iServeU Technology Pvt. Ltd.**
Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining will be **4th March, 2019.**
Below are important terms & conditions of your appointment:

1. **JOB ROLE & RESPONSIBILITIES (Existing but not limited to):**
Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. **PROBATION:**

a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
c) On completion of the Probation period, the Company reserves the right to
(i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
(ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

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3. COMPENSATION:

a) During your tenure, you shall be entitled to an all-inclusive CTC of **Rs. 3,00,000 per annum**. This is on basis of discussion.

b) You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt. Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

4. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the Company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

5. Employee Benefits:

You will be entitled to Employee benefits such as Mediclaim, Group Personal Accident Insurance as per HR policy of the company.

6. LOCATION:

Your place of employment will be Bhubaneswar.

7. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

8. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

9. TERMINATION OF SERVICE:

a. If you desire to leave the service of the Company during the probation period, you shall be required to give one months' notice in writing and the process of termination shall be governed in accordance with the Employment Agreement entered by you during the commencement of your service with the Company.

b. If you desire to leave the service of the Company after probation but during the subsistence of the Employment Agreement, you shall be required to give three months' notice in writing and the process of termination shall be in contemplation with the Employment Agreement.

c. Any request for termination after the tenure of the Employment Agreement shall be entertained only on three months' notice in writing or three months' emolument in lieu of. Similarly, company can discontinue/terminate your services on giving three months' notice in writing or three month's emoluments in lieu thereof.

Company at its discretion may refuse payment in lieu of notice period & may ask you to serve full or partial notice period as per the business need. It will be discretion of the Company to discontinue your services by giving one or three months' notice or emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

a) Termination without Cause:

The Company may pay you notice pay, in which event, your employment will terminate immediately upon such payment being made. Alternatively the Company may require that you do not attend the workplace during this period, in that event until the date of termination, you will;

i. Remain an employee of the Company and.
ii. Continue to be bound by your duties of confidentiality and fidelity.

Termination with Cause:

i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arise as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including;
i. Committing of willful misconduct, fraud or dishonesty.
ii. Any breach of code of conduct and/ or Non-Disclosure Agreement.

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iii. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.
iv. Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

10. 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. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/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 herein.

11. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

12. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote;

i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
iii. Compliance with applicable government laws, rules and regulations.
iv. Prompt internal reporting of any violations of this code.

13. OTHER TERMS:

a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.

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b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
d) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
e) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
f) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land.
We wish all the best in your assignment.

Best Regards,

Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Sign:
Date:
Place:

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 06-Jun-2019

To,

Ms. Krity Kandhwe,

D/O - Mr. Prabhanjan Kandhwe,
Haripur, Gundichapada,
Dhenkanal -759015, Odisha

Dear **Ms. Krity Kandhwe,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

FSS
POWERING PAYMENTS
Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Siruseri, Navalur, Chennai, TN - 603 103, India
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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Ms. Krity Kandhwe**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Krity Kandhwe**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Ref: 1

Date: 06-Jun-2019

To,
Mr. Soumya Narayan Dash,
S/O - Mr. Surya Kanta Dash,
Pithahata, Berhampur,
Baleswar -756058, Odisha

Dear **Mr. Soumya Narayan Dash,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

FSS
POWERING PAYMENTS
Financial Software & Systems (P) Ltd
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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Soumya Narayan Dash**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Soumya Narayan Dash**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Ref: 1

Date: 06-Jun-2019

To,

Mr. Soumya Mishra,

S/O - Mr. Devi Prasad Mishra,
Ring Road, Matha Sahi,
Cuttack-753014, Odisha

Dear **Mr. Soumya Mishra,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

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Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

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All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Soumya Mishra**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Soumya Mishra**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Ref: 1

Date: 06-Jun-2019

To,
Ms. Swarnalaxmi Rath,
D/O - Mr. Mahima Nanda Rath,
Nuagaon, Banki,
Cuttack-754008, Odisha

Dear **Ms. Swarnalaxmi Rath,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Ms. Swarnalaxmi Rath**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

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Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Swarnalaxmi Rath**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

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Ref: 1

Date: 06-Jun-2019

To,

Mr. Smrutikanta Swain,

S/O - Mr. Patitapabana Swain,
Basudevpur, Maidankel,
Keonjhar-758014, Odisha

Dear **Mr. Smrutikanta Swain,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

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Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

FSS POWERING PAYMENTS
Financial Software & Systems (P) Ltd
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You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Smrutikanta Swain**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
Basic	15000	180000
HRA	7500	90000
FBP Special Allowance	6094	73128
Statutory bonus	2220	26640
Total Retiral Benefits	**2520**	**30240**
PF	1800	21600
Gratuity	720	8640
Total	**33334**	**400008**
Total CTC	**33334**	**400008**

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Additional information on the Salary Components (Subject to applicability)

Monthly Components

Basic:

Basic is a fixed component computed for CTC less than 6 LPA wherein 30% of your CTC for more than 6 LPA and is taxable

HRA:

HRA is computed at 50% of your Basic Pay.

Statutory Bonus:

Statutory Bonus is payable as per appropriate statute.

Special Allowance:

Special Allowance is a fitment allowance and is taxable.

Retiral Benefits

Provident Fund:

You will be covered under the Provident Fund Scheme, and the contribution towards the same will be deducted from your Basic Pay @ 12% per month. The PF component shown as part of your CTC refers to the Employer's contribution.

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Gratuity:

You will be paid Gratuity at the rate of 15 days Basic Salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.

Variable Pay:

Annual Performance Incentive:

Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

- April to September and
- October to March

The payouts are determined through a sliding scale and the payments are made as two Half yearly incentives, based on Half-yearly performance reviews for the durations as mentioned above in each fiscal year.

You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

For eg.,to qualify for the First Half Yearly Performance Incentive (April – Sept), you should have worked for a minimum period of three months.

For your first PI payment you have to be there on the rolls of the company for a minimum period of six months and must not be on notice period at the time of payment

OTHER BENEFITS

Personal Accident Insurance Policy:

To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

Group Mediclaim Insurance Policy:

To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

You will be covered under the Group Mediclaim Insurance Policy and the Company will take coverage for you and dependents for a value of **Rs.300000/-** per annum.

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Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Smrutikanta Swain**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

FSS
POWERING PAYMENTS
Financial Software & Systems (P) Ltd
G 4, 1st Cross Street, SIPCOT IT Park, Rajiv Gandhi Salai (OMR)
Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

Ref: 1

Date: 06-Jun-2019

To,

Mr. Sudipta Ranjan Patra,

S/O - Mr. Baikuntha Patra,
Khandayat Sahi, Telenga Bazaar,
Cuttack-753009, Odisha

Dear **Mr. Sudipta Ranjan Patra,**

We refer to your application and subsequent interview you had with us. We are pleased to offer you a conditional employment for the position of **"Trainee-Software Engineer" with Financial Software and Systems Private Limited** (hereinafter referred to as the "Company" or "FSS" or "Organization" or "We" or "Us") as part of our **Global Delivery** Team and will be required to work from our **Chennai Office**, on the following terms and conditions:

1. The terms and conditions of your employment are set out in Annexure 1 (General Terms and Conditions).

2. As part of your joining formalities, you will be required to sign a standard agreement regarding confidentiality of information to protect the Company's confidential information shared to you or accessed by you during the course of employment with the Company, including terms of invention assignment and other clauses in relation to the foregoing, as may be more particularly detailed in the said agreement. The Company also has framed various policies and procedures which are listed in Annexure 1 to this letter. These policies and procedures listed in Annexure 1 are indicative in nature and not an exhaustive list. The complete list of Company's policies and procedures are available in the HRMS or intranet portal of the Company and can be accessed upon your joining of the Company. These policies and procedures of the Company, including amendments made from time to time and any new policy or procedure that would be formed by the Company in future shall form part of your terms of employment.

3. Employment as per this offer letter is conditional subject to submission of your MCA certification documents to the Company by or before three (3) months from the date of joining the Company, including but not limited to completion of references and background verifications to the satisfaction of the Company. This offer of appointment is valid up to **12-Jun-2019** and you are requested to join on or before **12-Jun-2019.** If you fail to join on or before the agreed date and/or fail to submit the MCA certification documents by or before three (3) months from the date of joining the Company, this offer shall stand automatically withdrawn by the Company, unless otherwise your joining date or date of submission of MCA certification documents is expressly agreed to be extended by the Company.

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Please sign the duplicate copy of this letter as a token of acceptance by you of the company's terms and conditions and indicate your expected date of joining. Non-receipt of the acceptance letter from you within the offer validity period will result in automatic withdrawal of this offer letter from the company without any notice to you.

Wishing you a bright and prosperous career in our Organization.

Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

Financial Software & Systems (P) Ltd
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Siruseri, Navalur, Chennai, TN - 603 103, India
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Annexure – 1 – General Terms and Conditions:

Grade and Remuneration

You will be placed in **Grade – M1** and a detailed salary breakup is enclosed in the Annexure to this letter. The matters related to your remuneration are strictly confidential between you and the Company and should be treated as such.

Probation

You will be on probation for a period of 6 months after which your services will be confirmed in writing. If your performance if found to be unsatisfactory, the period of probation may be extended as deemed necessary. Either party may give notice of separation of employment at any time during the probationary period, subject to 60 day's notice.

Conditional Employment

You agree and acknowledge that this employment is conditional upon the Company is being satisfied, in its discretion, with the submission of your MCA certification documents by or before three (3) months of joining the Company (unless otherwise such date of submission is expressly agreed to be extended by the Company, then to the extent of such extended date), including but not limited to the satisfactory results of background verification of the details given by you in your application form, interview and/or declaration signed by you.

Your employment shall be terminated with immediate effect, if you fail to submit the MCA certification documents within the agreed timeline to the Company or the particulars given by you is found at any time that you have concealed any material information or given any false information or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your acceptance of these terms and conditions and signature in this offer letter constitutes your express authorization to the Company (or the Company's appointed third-party service provider or agency) to conduct a background verification on your credentials, as may be necessary.

Transfer of services

Your services are liable to be transferred from one department to another or from one location to another, anywhere in India, whether existing at present or to be set up in future. Consequent to such transfer, you will be governed by the terms and conditions of service, as applicable to your employment category in the new place.

Leave

During the period of probation you will be eligible for 6 days of leave. On confirmation you will be eligible for 24days of leave per annum.

Separation

On confirmation, either party may give notice of separation of employment at any time, subject to 90 day's notice in writing. However, in case of any information of any previous conviction by a court of law involving moral turpitude, or if any particulars given by you in your application form / interview are found to be false or incorrect, this appointment can be terminated without notice or compensation whatsoever.

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Secrecy and Confidentiality Undertaking

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining. At all times, both during employment and after, you will observe strict secrecy and confidentiality in regard to all company matters which may come to your knowledge. You will also not divulge any of the company's trade secrets, confidential information, or any other proprietary data to any person, firm, corporation, association or entity for any purpose what-so-ever, and shall not make use of such information (except for the fulfillment of duties as an employee), without prior written consent of the Company.

All information relating to the company's business, dealings, methods, appointments, practices, transactions, designs and processes or affairs, or any other matter that comes into your possession or to your attention byreasons of your employment, shall be treated as confidential.

The Employee by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's Customers or Business Partners without the previous consent of the Company and for these reasons, the Employee hereby agrees to indemnify the Company for any and all damages that the Company may suffer on account of an unauthorized disclosure to third parties including the Company's Customers, Business Partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Employee from divulging the same especially in the event of the Employee joining any Customer or Business Partner or competitor of the Company.

Invention Assignment Undertaking

All patents, copy rights, trade marks, ownerships, new inventions, methods, processes, applications, knowledge and other intellectual property rights in any work of any nature carried out by the employee during the term of his employment with the Company shall vest with and remain the property of the Company without any act or deed. The employee will not be entitled at all times to claim any right, title or interest therein.

All property, documents, papers or other works in your possession or control, acquired or prepared by reasons of your employment, belong to the company and must be returned on request and in any event upon separation from the company.

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Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Joining Competition/Client

Your position and role in the company are of a very sensitive nature. Therefore you will not take up any work within 24 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

Signing of Agreement for Travel Abroad / Training

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with the Company, as a consequence of you being sent overseas for training or any other purpose.

Other Terms and Conditions

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

Staff will be subject to disciplinary action for any breaches of Information Security related to the Services provided.

In all service matters, including those not specifically covered here, such as Traveling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. A copy of these policies will be available with the HR department for your reference.

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Annexure -2 – Detailed Remuneration Breakup

DETAILED REMUNERATION BREAKUP	
Name	**Mr. Sudipta Ranjan Patra**
Designation	**Trainee-Software Engineer**
Grade	**M1**
Location	**Chennai**

Pay Component	Monthly Amount	Annual Amount
Total Gross salary	**30814**	**369768**
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Total	**33334**	**400008**
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Sincerely,

Bharathan Prahalad
Assistant Vice President - Human Resources

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Individual performance is monitored through the Performance Management Process. Performance Appraisal reviews are done twice a year for the period following periods:

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- October to March

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You should have worked on the rolls of the company for a minimum period of 3 months during each half to qualify for the Individual Performance Incentive.

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To compensate the days an individual has lost, arising due to the accident (both motor accident and self injury). You will be covered under the Group Personal Accident Insurance Policy and the Company will bear the full premium of covering you, for a value of **Rs.2000000/-** per annum. Compensation is computed at the rate of1% of the sum Insured for every week the insured was unable to attend work.

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To reimburse the cost of Hospitalization incurred by the Staff or by his/her dependents for any illness. The insured should have been hospitalized for a minimum period of 24 hours to be eligible for a claim.

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Annexure – 3 –Documents to be submitted on the date of joining

1) Copies of academic credentials:
a) Degree certificates and those of other professional qualifications
b) Professional certificates
c) Marks lists from 10th standard onwards

2) Recent Colour Photographs:
a) Passport size photographs – 6 Numbers for self
b) Stamp size photographs – 6 Numbers for self

3) From previous employment(s): (If applicable)
a) Latest salary slips and/or copy of last salary revision from your present employer.
b) Relieving letter from all previous employers.
c) Service certificates from all previous employers.
d) References of two people with whom you have worked.

4) Personal details
a) Copy of Valid Passport. If you don't have a passport, please apply immediately and it should be produced within 2 months of your joining.
b) Copy of PAN Card. If you don't have a PAN Card, please apply immediately and it should be produced within 20 days of your joining.
c) Copy of Ration card / Driving License / Passport Copy for address proof.
d) Knowledge of Date of birth of your parents/spouse/children for Medical Insurance purposes

5) Signed Copy of Offer Letter.

6) Signed Copy of Proprietary Information and Inventions Agreement.

7) Please bring originals for all copies submitted, for verification and return.

8) Knowledge of your blood group.

Please note that all copies should be photocopied on A4 size paper only.

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Siruseri, Navalur, Chennai, TN - 603 103, India
Tel: +91 44 4741 5600, Fax: +91 44 4741 5601

I have read, understood and accept the above-mentioned terms and conditions of employment.

Name	**Sudipta Ranjan Patra**
Signature	
Date	
Personal Email id	
Date of Joining	

Annexure – 4 – Pre-Employment Medical Screening (Applicable only for Grade M4 & above)

We request you to do the necessary medical tests as mentioned below and submit the reports of the same while joining. We will be reimbursing you the expenses incurred for carrying out the medical tests and hence we request you to send us the necessary bills for the same (Medical tests has to be undertaken only with any one of the listed Hospitals prescribed by FSS which the recruiter will share you).

1. ECG
2. Chest X-ray- P.A. View .
3. Blood Sugar – Fasting & PP
4. Blood Urea
5. Lipid Profile
6. Tread Mill Test
7. Rh Blood Grouping with Report.
8. Eye Testing – Vision and Colour Vision.
9. Clinical Examination which includes reports on – Height, Weight, Identification marks, Pulse, Blood Pressure (BP), Cardio Vascular System (CVS)& Respiratory System (RS).

Kindly submit the reports in original for the above mentioned tests for reimbursement.

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
84/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

Job Offer Letter

Dear Abhinasundar Patra, November 14, 2018

I am pleased to offer you, subject to the Offer Contingencies below, a position as a **Software Trainee** with **Yusata Infotech Private Limited.**

Offer Contingencies: This offer, is contingent on:

i) You're having no conflicting obligations that would prevent you from working for Yusata Infotech Private Limited.
Compensation: Your remuneration will be at the rate of **₹13,500/- (CTC) per Month during Probation/training period**. You are entitled for compensation package of **₹18,500/- (CTC) per Month for first year after successful completion of Probation/training**. Based on your performance, you may be entitled for increment of next years, which will be in between 10% to 30%. Your Salary In-hand will be after Your PF/ESI/TDS Deductions from CTC.

1. **Probation period**: After the joining date, first 2 month will be considering as a probation period, during the probation period you are not entitled to have any vacations.
2. **Training period**: After successful completion of **probation period**, 4 to 6 month will be considering as **a Training Period**, during the Training period you are not entitled to have any vacations.
3. While on **probation**, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
4. Initial contract period for your employment is up to **30 Months full time employment including probation/ Training period,** based on your contract period company have few binding conditions.
   a. You must sign a bond guarantee for the equivalent in terms of 12 month of current basic salary compensation, Exact terms and condition will be pass given to you in a separate document.
   b. You need to provide a signed check of 12 Months basic salary to comply with agreement, Company can use this cheque if you break the bond and not prior to that.
5. Your entitlement to statutory bonus will be as declared from time to time provided your basic salary is within the limits prescribed under the Payment of Bonus Act, in addition of the Project incentive.
6. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you have to provide company **at least 6weeks of notice period**, prior the relieve from your job responsibility. In case of immediate release, you may have to compensate in financial terms. As well as forced saving amount will be forfeit as a Penalty.
7. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as **company, may black list the candidate for future employment.**
8. **Vacation**: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
9. Office working hours start from 8:30 AM, but work facility is available for employee to use for 24x7

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
64/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

10. You are required to have the average 45 hours of work per week, Lunch and personal break times are excluded from the minimum work hour requirement.
11. Your appointment is effective from **December 17, 2018** and you will report to the Head of Recruitment.
12. Submit Original of your credentials and emergency contact information for verification **on or before December 17, 2018.**
    a. Certified copy of passport
    b. Certified copy of driving license issued by State government
    c. Certified copy of voter Identification card and/or
    d. Certified copy of AADHAR Card

    Also, submit copy of your PAN Card (Mandatory).

    Note: Your Originals will be returned after verification.
13. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. BCA and/or Graduate degree mark sheets.
    d. BE and/or MCA Semester mark sheet
14. Your appointment is a full-time assignment and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
15. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries
16. Salary and level of earnings within your group is personal to you depending upon your background, experience and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
17. Income tax and other taxes if any will be to your account and is subject to deductions at source wherever applicable.
18. For any further clarification on matters related to your salary/perks, you are requested to personally contact HRD Department.
19. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely,

M C Sharma

CEO

I have read the provisions of the Employment Agreement and I accept the above offer.

Date: Abhinasundar Patra

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
64/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

Job Offer Letter

Dear Abhishek Nayak, November 14, 2018

I am pleased to offer you, subject to the Offer Contingencies below, a position as a **Software Trainee** with **Yusata Infotech Private Limited.**

Offer Contingencies: This offer, is contingent on:

i) You're having no conflicting obligations that would prevent you from working for Yusata Infotech Private Limited.
Compensation: Your remuneration will be at the rate of **₹13,500/- (CTC) per Month during Probation/training period**. You are entitled for compensation package of **₹18,500/- (CTC) per Month for first year after successful completion of Probation/training**. Based on your performance, you may be entitled for increment of next years, which will be in between 10% to 30%. Your Salary In-hand will be after Your PF/ESI/TDS Deductions from CTC.

1. **Probation period**: After the joining date, first 2 month will be considering as a probation period, during the probation period you are not entitled to have any vacations.
2. **Training period**: After successful completion of **probation period**, 4 to 6 month will be considering as **a Training Period**, during the Training period you are not entitled to have any vacations.
3. While on **probation**, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
4. Initial contract period for your employment is up to **30 Months full time employment including probation/ Training period,** based on your contract period company have few binding conditions.
   a. You must sign a bond guarantee for the equivalent in terms of 12 month of current basic salary compensation, Exact terms and condition will be pass given to you in a separate document.
   b. You need to provide a signed check of 12 Months basic salary to comply with agreement, Company can use this cheque if you break the bond and not prior to that.
5. Your entitlement to statutory bonus will be as declared from time to time provided your basic salary is within the limits prescribed under the Payment of Bonus Act, in addition of the Project incentive.
6. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you have to provide company **at least 6weeks of notice period**, prior the relieve from your job responsibility. In case of immediate release, you may have to compensate in financial terms. As well as forced saving amount will be forfeit as a Penalty.
7. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as **company, may black list the candidate for future employment.**
8. **Vacation**: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
9. Office working hours start from 8:30 AM, but work facility is available for employee to use for 24x7

Yusata Infotech Pvt. Ltd.
CIN - U72900RJ2013PTC044016
ISO 9001:2008 Certified Company
64/122, Sector 8, Pratapnagar Sanganer
Jaipur 302033, Rajasthan, India

10. You are required to have the average 45 hours of work per week, Lunch and personal break times are excluded from the minimum work hour requirement.
11. Your appointment is effective from **December 17, 2018** and you will report to the Head of Recruitment.
12. Submit Original of your credentials and emergency contact information for verification **on or before December 17, 2018.**
    a. Certified copy of passport
    b. Certified copy of driving license issued by State government
    c. Certified copy of voter Identification card and/or
    d. Certified copy of AADHAR Card

    Also, submit copy of your PAN Card (Mandatory).

    Note: Your Originals will be returned after verification.
13. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. BCA and/or Graduate degree mark sheets.
    d. BE and/or MCA Semester mark sheet
14. Your appointment is a full-time assignment and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
15. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries
16. Salary and level of earnings within your group is personal to you depending upon your background, experience and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
17. Income tax and other taxes if any will be to your account and is subject to deductions at source wherever applicable.
18. For any further clarification on matters related to your salary/perks, you are requested to personally contact HRD Department.
19. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely,

M C Sharma

CEO

I have read the provisions of the Employment Agreement and I accept the above offer.

Date: Abhishek Nayak

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 03/09/2018

Dear Mr. Rudra Prakash Dash

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **October 15, 2018**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **October 15, 2018.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Rudra Prakash Dash

Signature :

Sign this offer letter & email to : yogeshkataria@rediffmail.com

JYOTI ELECTRO SYSTEMS PRIVATE LIMITED

Job Offer Letter

Date: - 03/09/2018

Dear Mr. Suvendu Das

I am pleased to offer you, subject to the Offer Contingencies below, a position as a Graduate Engineer Trainee with Jyoti Electro Systems Private Limited.

Offer Contingencies: This offer is contingent on:

i) You're having no conflicting obligations that would prevent you from working Jyoti Electro Systems Private Limited.

ii) Compensation: Your remuneration will be at the rate of ₹15,000/- (CTC) per Month during Probation/training period of 6 months. You are entitled for compensation package of ₹20,000/- after successful; completion of Probation/training period.

1. Training period: After the joining date, first 6 months will be considered as training period. During the training period, you are not entitled to have any vacations. After successful completion of training, you may be offered for full time employment.
2. While on probation, depending on your performance the Company at its discretion may extend the probationary period and/or confirm you as a permanent employee.
3. Initial contract period for your employment is up to 12 Months full time employment including probation/Training period, based on your contract period company have few binding conditions.
4. If, however, you should you decide to terminate your employment with the Company, based on your responsibility you must provide company at least 2 Months of notice period, prior the relieve from your job responsibility.
5. In case of termination of services without notice period, Company may not release the reliving and experience documents to support your employment. As well as company, may blacklist the candidate for future employment.
6. Vacation: During the job, you are permanent employee you are allowed 12 days (Paid/Planned Leaves) per year to be used as medical or vacation days. All the vacation will be get approved two weeks in advance.
7. Office working hours start from 9:00 AM, but work facility is available for employee to use for 24x7. If you are at client site then you have to follow client's time table
8. Your appointment is effective from **October 15, 2018**, and you will report to the CEO
9. Submit Original of your credentials and emergency contact information for verification on or before **October 15, 2018.**
   a. Certified copy of passport
   b. Certified copy of driving license issued by State government.
   c. Certified copy of voter Identification card and/or
   d. Certified copy of AADHAR Card
   Also, submit copy of your PAN Card (Mandatory).

   Note: Your Originals will be returned after verification.

10. Submit Self attested copy of your credentials. Here is the list of credentials you must submit to the company,
    a. 10th mark sheet or Board Certificate.
    b. 12th or equivalent Standard Board mark sheet or Certificate.
    c. Graduate degree / mark sheets.
    d. BE Semester mark sheet.
11. Your appointment is a full-time assignment, and you will not at any time, engage in any paid occupation or business outside the Company without obtaining a prior written consent of the Company. Further, this offer is subject to your undertaking that you will not during your employment with the Company or at any time thereafter disclose to any person, firm or Company any information concerning the affairs of the Company, or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.
12. A condition of your service is that you can be transferred temporarily or permanently for duty anywhere in India or abroad depending on the exigencies of work of the Company or its affiliates/subsidiaries.
13. Salary and level of earnings within your group is personal to you depending upon your background, experience, and performance. As such comparison between individual employees is invidious. Information related to your payroll is strictly confidential and as such you are requested not to discuss or disclose any information pertaining to yours and other's salary perks.
14. The terms and conditions of your service are subject to change from time to time by the Company.

Sincerely
Jyoti Electro Systems Private Limited

Yogesh Kataria
(CEO)

I have read the provisions of the Employment Agreement and I accept the above offer.

Date:

Name : Suvendu Das

Signature :

Sign this offer letter & email to : yogeshkataria@rediffmail.com

motherson

February 26, 2019
Re: MIND/HR/MECH/70

Chinmaya Kar
C/O - Trident

Subject: Letter of Intent

Dear Chinmaya,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019.**

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

Rachna

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel. +91-120-4360950 Fax. +91-120-4365956
Email: info@mind-infotech.com
Website: www.mind-infotech.com

Regd Office:
MothersonSumi INfotech & Designs Limited
2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

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February 26, 2019
MIND/HR/MED-CHKUP - 70

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you **Chinmaya Kar** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01,2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Chinmaya Kar** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Chinmaya Kar** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **D**esigns Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
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Website: www.mind-infotech.com

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Mahan Cooperative Industrial Estate
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CIN No : U67120DL1993PLC050695

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ANNEXURE

CONFIDENTIAL

Allowances & perquisites details - Chinmaya Kar

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
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Website: www.msid-infotech.com

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Regd Office:
MothersonSumi INfotech & Designs Limited
2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

motherson

February 26, 2019
Re: MIND/HR/MECH/71

Debashish Sahoo
C/O - Trident

Subject: Letter of Intent

Dear Debashish,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019**.

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
Tel: +91-120-4305555 Fax: +91-120-4305556
Email: info@mind-infotech.com
Website: www.mind-infotech.com

Regd Office:
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Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

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February 26, 2019
MIND/HR/MED-CHKUP - 71

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you **Debashish Sahoo** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01,2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Debashish Sahoo** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Debashish Sahoo** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **D**esigns Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
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2nd Floor, Plot No.3,
Madhya Chetna Commercial Centre,
Madhya Marg, Sector-16, Noida (India)
CIN No.: U30007UP2011PLC039960

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ANNEXURE

Allowances & perquisites details - Debashish Sahoo

CONFIDENTIAL

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).

Head Office:
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C-26, Sector-62, Noida-201309, U.P., India
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Email: info@msid-infotech.com
Website: www.msid-infotech.com

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2nd Floor, F-7, Block B-1
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044 (India)
CIN No.: U67120DL1985PLC020695

motherson

February 26, 2019
Re: MIND/HR/MECH/72

Aurobinda Swain
C/O - Trident

Subject: Letter of Intent

Dear Debashish,

We are pleased to offer you employment in our Organization as **Project Trainee.**

This offer is subject to your background verification (If any) and being found medically fit by the Doctor of Kailash Hospital, Noida. You are advised to report at Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida-201301, on **March 01,2019** by 0900 Hrs. with empty stomach for medical checkup. We are attaching herewith a sealed envelope, which needs to be handed over at the Reception of Kailash Hospital.

You will be undergoing training for a period of **six months** with effect from the date of your joining duties viz **March 11,2019**.

During your project training period you will be paid **Rs.12,500/- per month** (6 months). On successful completion of your project training, you shall be offered a CTC of **Rs.3,50,000/-per annum** (12 months on the job training). In addition, you shall also be entitled to other benefits as per annexure attached.

Please note that you shall be required to enter into an agreement for serving in our organization for a period of **2 Years** excluding 6 months training period.

Please note that this offer of employment is subject to reference check(s) with your previous employers/ associates and your being found medically fit. In case of any negative feedback from your reference(s) or you're failing to join your duties by the date mentioned or seeking extension of joining in writing from us, the offer shall automatically stand withdrawn.

You will be issued formal letter of appointment on your joining the training assignment. You are advised to report to Ms. Smriti Bhaskar (HR) on **March 11,2019** at 0900 hrs. at our office at C – 26, Sector 62, Noida.

At the time of joining, you will be required to submit the following documents -

1. Date of birth certificate (in original).
2. Educational qualification certificate(s), in original.
3. Photocopy of your passport.
4. Four recent passport size photographs.

You agree to abide by Company's Policy regarding anti bribery and other social policies and not to indulge in any such activity which will degrade Company's face value. Any act which you enact on individual capacity, shall not make management or company responsible

We welcome you to MothersonSumi INfotech & Designs Limited and look forward to a mutually beneficial association. Please sign duplicate copy of this letter in token of your acceptance and return the same to us.

Yours faithfully,
for **M**othersonSumi **IN**fotech & **D**esigns Ltd

Rachna

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office
MothersonSumi INfotech & Designs Limited
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February 26, 2019
MIND/HR/MED-CHKUP - 72

Kailash Hospital & Research Center Ltd.,
H-33, Sector – 27,
Noida – 201 301

Kind Attn: Mr. R N Sharma
REF: KHRC/MIND/2004-05/20178, Dated August 10, 2004

Dear Sir,

This is to inform you **Aurobinda Swain** that has been selected in our organization. As per the selection process, He/She needs to undergo pre-employment health checkup. He/She has been advised to report at the reception counter on **March 01,2019** in your hospital at 0900 Hrs.

Please arrange pre-employment health check-up of **Aurobinda Swain** as per the tests mutually agreed upon between us.

Medical report of the individual may be forwarded at the following address under sealed cover marked confidential for our reference.

Nitin Chaudhary
Senior Manager - HR
MothersonSumi Infotech & Designs Ltd
C-26, Sector-62, Noida-201309

Bill for the pre-employment health check-up administered on **Aurobinda Swain** may please be raised on us as per terms agreed.

Thanking you,

Yours truly,
For **M**othersonSumi **IN**fotech & **D**esigns Ltd.

RACHNA SRIVASTAVA
HEAD-HUMAN RESOURCE

Head Office:
MothersonSumi INfotech & Designs Limited
C-26, Sector-62, Noida-201309, U.P., India
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Proud to be part of samvardhana **motherson**

Regd. Office:
[illegible]

motherson

ANNEXURE

Allowances & perquisites details - Aurobinda Swain

CONFIDENTIAL

		Amount (Rs.) per month
Reference Salary	**Base Salary**	
	Basic	12000
	HRA (50%)	6000
	Conveyance Allowance	1600
	Uniform Allowance	1500
	Special Allowance	376
	Leave Travel Allowance	1000
	Medical Allowance	1250
	Project Allowance	1458
	Sub Total (A)	**25184**
	Reimbursements	
	Bonus/Exgratia	1000
	Sub Total (B)	**1000**
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	1800
	ESIC	-
	Gratuity (Payable as per Gratuity Act)	577
	Sub Total (C)	**2377**
Total Reference Salary D (A+B+C)		**28561**
Annual Reference Salary		**34272**
Take Home		**23384**
Other Benefits	**Benefits**	
	Insurance - Mediclaim/ Group / EDLI	607
	Sub Total (E)	**607**
CTC (D+E)		**29167**
Annual CTC		**350005**

Remarks

Subsidized Food	Rs.7973/- p.a.
Mediclaim Insurance (as per company policy)	Rs.4 lacs (4 members)- Rs.2 lac base plan and Rs.2 lac top up
Group Term Insurance	Rs.500000/-
Group Personal Accident Insurance	Rs.1050000/-
EDLI Insurance	Rs.702000/-

*In addition, you shall also be eligible for one time retention bonus (which is equivalent to 20% of their initial annual CTC) after 24 months(post project internship period).