

Competitive Examination and Career Counselling					
Year	Name of the Activity conducted by the HEI to offer guidance for competitive examinations offered by the institution during the last five years		Name of the Activity conducted by the HEI to offer guidance for career counselling offered by the institution during the last five years		Number of students placed through campus placement
	Name of the Activity	Number of students attended / participated	Details of career counselling	Number of students attended / participated	
2021-22	IELTS Training session	77	Higher Education options after Graduation - Shubham Maheswari, Campus Credentials	210	-
	VAC for TY students on Quantitative aptitude	120	Placement Training program	302	-
	Online Tech Skills Development Program (English typewriting)	25	Webinar on Campus credential mantra to Success	239	-
			Conducted Campus credential test series	673	-
			Students coordinator Interview	25	-
			Placement Training program	300	-
			JARO campus drive	151	-
			WIPRO talk WILP Hiring 2020	54	-
			Internship to the company - Times of India	106	-
			Internship to the company - Aman Chandra	1	-
			Internship to the company - Massiv Elements	1	-
			Internship to the company - Digital Investo	1	-
			Internship to the company - Softsolutions	1	-
			Internship to the company - ClearExam	8	-

			Internship to the company - Blitzjobs	62	-
			Internship to the company - Creative Mediapulse	1	-
			Internship to the company - Lead Flicks	1	-
			Internship to the company - Humari Pahchan NGO	1	-
			Internship to the company - Talent Serve India	2	-
			Internship to the company - The Crazy Partner	1	-
			Internship to the company - Cuir Fashion	1	-
			Internship to the company - Shine Projects	1	-
			Internship to the company - Chegg	3	-
			Internship to the company - IVentors Initiatives	1	-
			Internship to the company - NABARD	1	-
			Internship to the company - GTM and Sons	3	-
			Internship to the company – GrowUp Advisory	6	-
			Internship to the company – BuyersMart	51	-
			Internship to the company - BusAndTicket	13	-
			Internship to the company - Bharti Axa_ Revplc	11	-
			Internship to the company – Prime Crew Services	1	-
			Internship to the company - Aashman Foundation	3	-

			Internship to the company - Connected Enterprises	1	-
			Internship to the company - Learnovate	1	-
			Internship to the company - myCaptain	2	-
			Internship to the company - The Naz Foundation	1	-
			Internship to the company - Brisk Olive	1	-
			Internship to the company - Eloquent Info	1	-
			Internship to the company - iFortis	1	-
			Internship to the company - Infosys	6	-
			Internship to the company -	6	-
			Campus Placement to - Infosys	64	14
			Campus Placement to - ICICI Prudential	50	9
			Campus Placement to - Wipro	4	4
			Campus Placement to - Chegg	131	13
			Campus Placement to - LTI	87	22
			Campus Placement to - QSpiders	81	8
			Campus Placement to - dixit Infotech	83	3
			Campus Placement to - Neosoft	89	5
			Campus Placement to - Upstep Academy	16	3
			Campus Placement to - Atos Syntel	3	2
			Campus Placement to - Quality Kiosk	20	1
			Campus Placement to - Nucsoft	28	6
			Campus Placement to - Linedata	49	1
			Campus Placement to - Ernst and Young	1	1

			Campus Placement to - SISL	1	1
			Campus Placement to - Concentrix	1	1
			Campus Placement to - LogStar	17	4
			Campus Placement to - Hinduja Global Solutions	1	1
			Campus Placement to - IPLit	43	1
			Campus Placement to - Innoviv Info Systems	1	1
			Campus Placement to - BSE	1	1
			Campus Placement to - eClinical Works	100	3
			Campus Placement to - Capgemini	93	2
			Campus Placement to - TCS	8	8
			Campus Placement to - Accenture	1	1
			Campus Placement to - Neosis.Tech	1	1
			Campus Placement to - Here Solutions	1	1
			Campus Placement to - Infosec Ventures	1	1
			Campus Placement to - Hilti Technologies Software India	1	1
			Campus Placement to - HCL	1	1
			Campus Placement to - TSI	1	1
			Campus Placement to - ETeam	1	1
			Campus Placement to - GEP	12	1
			Campus Placement to - Byjus	1	1
			Campus Placement to - Square Yards	47	5
			Campus Placement to - Acuite	19	2
Total				3314	132

IELTS™

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
 GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
 It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

04/FEB/2021

Candidate Number

003057

Candidate Details

Family Name

JADHAV

First Name

ANISHA

Candidate ID

T6811124



Date of Birth

04/11/2001

Sex (M/F)

F

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

MARATHI

Test Results

Listening

7.5

Reading

6.5

Writing

6.0

Speaking

5.5

Overall Band Score

6.5

CEFR Level

B2

Administrator Comments

[Empty box for Administrator Comments]

Centre stamp



Validation stamp



Administrator's Signature

[Handwritten Signature]

Date

06/02/2021

Test Report Form Number

20IA003057JADA061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IN620

Date

19/DEC/2020

Candidate Number

098500

Candidate Details

Family Name

SOLANKI

First Name

SOHAM NARESH

Candidate ID

U8524721



Date of Birth

24/11/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

7.0

Reading

6.5

Writing

6.5

Speaking

8.0

Overall Band Score

7.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

04/01/2021

Test Report Form Number

20IN098500SOLS620A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code

Country or Region of Origin

Country of Nationality

First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's
Signature

Date

Test Report Form Number

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IN855

Date

16/JAN/2021

Candidate Number

188026

Candidate Details

Family Name

RAJGARA

First Name

ALIASGAR

Candidate ID

P7755126



Date of Birth

09/12/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

GUJARATI

Test Results

Listening

7.5

Reading

7.0

Writing

6.5

Speaking

7.0

Overall Band Score

7.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

28/01/2021

Test Report Form Number

20IN188026RAJA855A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

03/JAN/2021

Candidate Number

002315

Candidate Details

Family Name

UDAYAN KUMAR

First Name

SANCHIT

Candidate ID

U7093338



Date of Birth

31/03/1998

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

HINDI

Test Results

Listening

7.5

Reading

6.5

Writing

6.5

Speaking

7.0

Overall Band Score

7.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments.

Centre stamp



Validation stamp



Administrator's Signature

Date

06/01/2021

Test Report Form Number

20IA002315UDAS061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IN620

Date

09/JAN/2021

Candidate Number

113688

Candidate Details

Family Name

MANOHAR

First Name

MIHIR PRABODH

Candidate ID

Z6149887



Date of Birth

24/11/1993

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

MARATHI

Test Results

Listening

8.0

Reading

8.0

Writing

7.0

Speaking

8.5

Overall Band Score

8.0

CEFR Level

C1

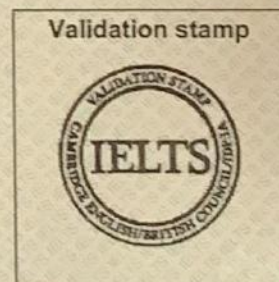
Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

14/01/2021

Test Report Form Number

20IN113688MANM620A



Cambridge Assessment English

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

14/DEC/2020

Candidate Number

001827

Candidate Details

Family Name

GUPTE

First Name

SUCHIT

Candidate ID

T6657401



Date of Birth

04/10/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

7.5

Reading

8.5

Writing

6.5

Speaking

7.0

Overall Band Score

7.5

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

16/12/2020

Test Report Form Number

20IA001827GUPS061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA003

Date

21/JAN/2021

Candidate Number

002913

Candidate Details

Family Name

NAYAK

First Name

CHINMAY

Candidate ID

Z6151130



Date of Birth

30/10/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

MARATHI

Test Results

Listening

5.5

Reading

5.5

Writing

5.5

Speaking

6.5

Overall Band Score

6.0

CEFR Level

B2

Administrator Comments

Empty box for Administrator Comments.

Centre stamp



Validation stamp



Administrator's Signature

Date

23/01/2021

Test Report Form Number

201A002913NAYC003A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA003

Date

22/FEB/2021

Candidate Number

003713

Candidate Details

Family Name

GUPTA

First Name

NIRVAAN

Candidate ID

T6663319



Date of Birth

16/10/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

HINDI

Test Results

Listening

8.5

Reading

6.0

Writing

6.0

Speaking

7.0

Overall Band Score

7.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

04/03/2021

Test Report Form Number

20IA003713GUPN003A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number IN620

Date 10/JAN/2021

Candidate Number 117456

Candidate Details

Family Name BAPAT

First Name MIHIR RAVINDRA

Candidate ID U2536382



Date of Birth 05/11/2001

Sex (M/F) M

Scheme Code Private Candidate

Country or Region of Origin

Country of Nationality INDIA

First Language MARATHI

Test Results

Listening 8.5

Reading 6.5

Writing 6.5

Speaking 7.5

Overall Band Score 7.5

CEFR Level C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date 15/01/2021

Test Report Form Number

20IN117456BAPM620A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name

First Name

Candidate ID



Date of Birth Sex (M/F) Scheme Code

Country or Region of Origin

Country of Nationality

First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

08/JAN/2021

Candidate Number

002407

Candidate Details

Family Name

LAD

First Name

DHARMIK

Candidate ID

U6031374



Date of Birth

18/11/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

GUJARATI

Test Results

Listening

8.5

Reading

8.5

Writing

6.5

Speaking

6.5

Overall Band Score

7.5

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

11/01/2021

Test Report Form Number

201A002407LADD061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

03/JAN/2021

Candidate Number

002306

Candidate Details

Family Name

BADOLE

First Name

SAYALI

Candidate ID

U6072687



Date of Birth

25/04/2001

Sex (M/F)

F

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

HINDI

Test Results

Listening

8.5

Reading

7.5

Writing

6.0

Speaking

6.5

Overall Band Score

7.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

06/01/2021

Test Report Form Number

20IA002306BADS061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code

Country or Region of Origin

Country of Nationality

First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code
Country or Region of Origin
Country of Nationality
First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number



Cambridge Assessment English

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

21/NOV/2020

Candidate Number

001219

Candidate Details

Family Name

JAYAKAR

First Name

NIMISH

Candidate ID

P1136298



Date of Birth

20/03/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

9.0

Reading

7.5

Writing

7.5

Speaking

8.0

Overall Band Score

8.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

24/11/2020

Test Report Form Number

20IA001219JAYN061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IN620

Date

19/DEC/2020

Candidate Number

103373

Candidate Details

Family Name

NAIDU

First Name

NINAD

Candidate ID

U6060340



Date of Birth

30/12/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

7.5

Reading

8.5

Writing

6.5

Speaking

6.5

Overall Band Score

7.5

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments.

Centre stamp



Validation stamp



Administrator's Signature

Date

04/01/2021

Test Report Form Number

20IN103373NAIN620A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IN620

Date

19/DEC/2020

Candidate Number

098428

Candidate Details

Family Name

WARRIER

First Name

PRANAV AJIT

Candidate ID

T4049003



Date of Birth

25/08/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

8.5

Reading

8.5

Writing

7.0

Speaking

8.0

Overall Band Score

8.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

04/01/2021

Test Report Form Number

20IN098428WARP620A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IN620

Date

19/DEC/2020

Candidate Number

098428

Candidate Details

Family Name

WARRIER

First Name

PRANAV AJIT

Candidate ID

T4049003



Date of Birth

25/08/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

8.5

Reading

8.5

Writing

7.0

Speaking

8.0

Overall Band Score

8.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments.

Centre stamp



Validation stamp



Administrator's Signature

Date

04/01/2021

Test Report Form Number

20IN098428WARP620A

Test Report Form

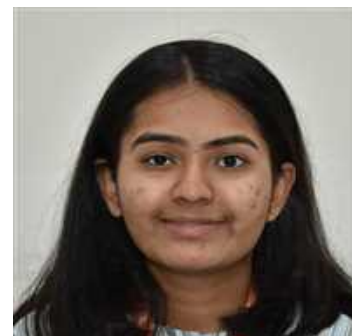
ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code

Country or Region of Origin

Country of Nationality

First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's
Signature

Date

Test Report Form Number

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number

IN855

Date

09/JAN/2021

Candidate Number

175748

Candidate Details

Family Name

GHORPADE

First Name

SIDDHI

Candidate ID

R4080357



Date of Birth

01/02/2001

Sex (M/F)

F

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

MARATHI

Test Results

Listening

8.5

Reading

9.0

Writing

7.0

Speaking

7.5

Overall Band Score

8.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments.

Centre stamp



Validation stamp



Administrator's Signature

Date

23/01/2021

Test Report Form Number

20IN175748GHOS855A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name

First Name

Candidate ID



Date of Birth Sex (M/F) Scheme Code

Country or Region of Origin

Country of Nationality

First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code
Country or Region of Origin
Country of Nationality
First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number



Test Report Form

ACADEMIC

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Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code

Country or Region of Origin

Country of Nationality

First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number

Test Report Form

ACADEMIC

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Centre Number

IN620

Date

15/JAN/2021

Candidate Number

121587

Candidate Details

Family Name

KHATWANI

First Name

VIJAY HARESH

Candidate ID

T2902525



Date of Birth

04/11/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

HINDI

Test Results

Listening

6.0

Reading

6.5

Writing

6.0

Speaking

7.0

Overall Band Score

6.5

CEFR Level

B2

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

20/01/2021

Test Report Form Number

20IN121587KHAV620A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

09/JAN/2021

Candidate Number

002437

Candidate Details

Family Name

PISAL

First Name

PRAJWAL

Candidate ID

Z6151084



Date of Birth

03/08/2000

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

MARATHI

Test Results

Listening

7.0

Reading

6.5

Writing

6.0

Speaking

7.0

Overall Band Score

6.5

CEFR Level

B2

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

12/01/2021

Test Report Form Number

20IA002437PISP061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IA061

Date

16/DEC/2020

Candidate Number

001874

Candidate Details

Family Name

BHOIR

First Name

PRADYNESH

Candidate ID

U4171271



Date of Birth

15/07/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

MARATHI

Test Results

Listening

8.5

Reading

7.5

Writing

6.5

Speaking

7.0

Overall Band Score

7.5

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

18/12/2020

Test Report Form Number

20IA001874BHOP061A

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number

IN620

Date

12/DEC/2020

Candidate Number

091762

Candidate Details

Family Name

SHARMA

First Name

KHUSHI RAJESH

Candidate ID

T0249915



Date of Birth

02/12/2001

Sex (M/F)

F

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

8.0

Reading

7.0

Writing

6.5

Speaking

7.0

Overall Band Score

7.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

28/12/2020

Test Report Form Number

20IN091762SHAK620A



Test Report Form

ACADEMIC

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GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes.
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Centre Number

IN001

Date

23/MAR/2019

Candidate Number

443245

Candidate Details

Family Name

KHARAT

First Name

PRERANA RAJESHVAR

Candidate ID

N8368629



Date of Birth

15/08/2001

Sex (M/F)

F

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

MARATHI

Test Results

Listening

6.5

Reading

7.0

Writing

6.5

Speaking

7.0

Overall Band Score

7.0

CEFR Level

C1

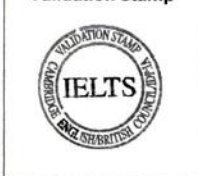
Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Prerana Kharat

Date

08/04/2019

Test Report Form Number

18IN443245KHAP001A

Test Report Form

ACADEMIC

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Centre Number

IN620

Date

19/DEC/2020

Candidate Number

098291

Candidate Details

Family Name

SHETTY

First Name

RISHABH RAJASHEKAR

Candidate ID

M1739164



Date of Birth

24/09/1998

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

ENGLISH

Test Results

Listening

8.5

Reading

7.0

Writing

6.0

Speaking

8.0

Overall Band Score

7.5

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

04/01/2021

Test Report Form Number

20IN098291SHER620A

Test Report Form

ACADEMIC

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Centre Number

IA061

Date

17/JAN/2021

Candidate Number

002647

Candidate Details

Family Name

BIRLA

First Name

ADITYA

Candidate ID

T4660120



Date of Birth

27/02/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

HINDI

Test Results

Listening

7.5

Reading

7.0

Writing

6.5

Speaking

6.5

Overall Band Score

7.0

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

19/01/2021

Test Report Form Number

20IA002647BIRA061A

Test Report Form

ACADEMIC

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Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code
Country or Region of Origin
Country of Nationality
First Language

Test Results

Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number



Cambridge Assessment English

Test Report Form

ACADEMIC

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Centre Number Date Candidate Number

Candidate Details

Family Name
First Name
Candidate ID



Date of Birth Sex (M/F) Scheme Code
Country or Region of Origin
Country of Nationality
First Language

Test Results

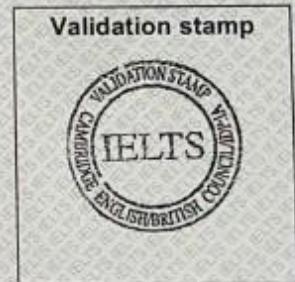
Listening Reading Writing Speaking Overall Band Score CEFR Level

Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

Test Report Form Number



Cambridge Assessment English

Test Report Form

ACADEMIC

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GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test

Centre Number

IN620

Date

10/JAN/2021

Candidate Number

117478

Candidate Details

Family Name

PANCHAL

First Name

ISHAAN

Candidate ID

R7603769



Date of Birth

29/10/2001

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

HINDI

Test Results

Listening

8.5

Reading

8.0

Writing

6.5

Speaking

6.5

Overall Band Score

7.5

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

15/01/2021

Test Report Form Number

20IN117478PANI620A



Cambridge Assessment English

The validity of this IELTS Test Report Form can be verified online by recognising organisations at <http://ielts.ucles.org.uk>

Test Report Form

ACADEMIC

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Centre Number

IN620

Date

13/MAR/2021

Candidate Number

179582

Candidate Details

Family Name

CHATTERJEE

First Name

RAJARSHI

Candidate ID

Z5835576



Date of Birth

15/08/1997

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region of Origin

Country of Nationality

INDIA

First Language

BENGALI

Test Results

Listening

8.5

Reading

7.0

Writing

6.0

Speaking

8.0

Overall Band Score

7.5

CEFR Level

C1

Administrator Comments

Empty box for Administrator Comments

Centre stamp



Validation stamp



Administrator's Signature

Date

19/03/2021

Test Report Form Number

20IN179582CHAR620A

Training on “Quantitative Aptitude Series for Competitive Examinations”

Start Date of activity:	18.11.2020
End Date of activity:	28.11.2020
Venue:	Ms. Teams Online Lecture
Target Audience:	T.Y. BSc.IT Students of all courses
No. of Students Attended:	120
Duration:	20 Hrs.

Placement Committee has organized a training session on “Quantitative Aptitude for Competitive Examinations”. It was 20 hrs duration course conducted for all the final year students of VSIT who will be appearing for the recruitment process by college campus. The resource person who conducted this training session are Ms. Geeta Sahu and Mr. Sabir Shaikh. The course started on 18th November 2020 and completed on 28th Nov 2020. The training was conducted online via Ms. Teams.

A competitive examination is an examination where candidates are ranked according to their grades. If the examination is open for n positions, then the first n candidates in ranks pass, the others are rejected. These are used as some entrance examinations for reputed university and college admissions such as M.BA and M.C.A etc. Another types are union public civil service (U.P.S.C) examinations, bank probationary officer (P.O) examinations, railway recruitment board (R.R.B) examinations etc. required for positions in the public sector, the U.S. Foreign Service Exam, and the United Nations Competitive Examination. Competitive examinations are considered a democratic way of choosing worthy applicants without risking influence peddling, bias, or other concerns.

Keeping these things in mind various topics were taught to the students like: Problems based on Ages, Number systems, shortcut tricks for multiplication of 2-3digit numbers, Calendar Problems, Problems on Average calculation, Data Interpretation problems –Tabulations, Bar Graphs, Pie- Chart, Probability Problems, Ration and Proportion, Area and Volume Calculation, Problems on Percentage Calculation, Time and Work Calculation, Simplifications and many more. Five assignment solving for all the modules was also done.

01:04:18 6 of 11 Stop presenting

Q8. $108 \div 36 \text{ of } \frac{1}{4} + \frac{2}{5} * 3 \frac{1}{4}$ [P.C.S 2009]

Solution:

$$108 \div 36 * \frac{1}{4} + \frac{2}{5} * 3 \frac{1}{4}$$

$$108 \div 9 + \frac{2}{5} * \frac{13}{4}$$

$$\frac{108}{9} + \frac{13}{10}$$

$$12 + \frac{13}{10}$$

$$\frac{133}{10} \text{ or } 13 \frac{3}{10}$$

Q9. $\frac{2}{3} * \frac{5}{6} + \frac{4}{9} - \frac{3}{4} + \frac{2}{9} * \frac{5}{9} \div \frac{2}{9}$ [P.C.S 2009]

Solution:

$$\frac{2}{3} * \frac{5}{6} + \frac{4}{9} - \frac{3}{4} + \frac{2}{9} * \frac{5}{9} \div \frac{2}{9}$$

$$\frac{5}{9} + \frac{4}{9} - \frac{3}{4} + \frac{5}{9}$$

$$\frac{14}{9} - \frac{3}{4} = \frac{56-27}{36} = \frac{29}{36}$$

Meeting chat

when we use the word 'by' it's division right?

okay

Sandeep Pedini 4:37 PM
Yes ma'am

Shreya Sawant 4:39 PM
19/36 ??

29/36

ya mam

Vaibhavi Angre 4:42 PM
Ma'am can u show previous sum

thank you

Priya Ghadge Swara Vedak Sabir Shaikh

Microsoft Teams Search Vidyalkar School of Information Techno...

Handwritten work:

$$\sqrt{46} = \sqrt{6 \times 10} \quad \text{⑥}\sqrt{10}$$

$$\sqrt{36 \times 10} = \text{⑥}\sqrt{10}$$

$$\sqrt{49-3} = 7 - \frac{30}{14} \quad \text{0.21}$$

$$= 7 - 0.2$$

⑥.79

Meeting chat

Aryan Dhayf... Wednesday 3:32 PM
1 lakh initially

Bhawna Yadav Wednesday 3:32 PM
1,00,000

Aryan Dhayf... Wednesday 3:45 PM
113800

Shreteej Parab Wednesday 3:50 PM
Thank u ma'am.

Aabidah Sheikh Thursday 1:50 PM
Ma'am do we have lecture today??

Suraj Divate

SVIT Div A, B and F VAC Batch1

01:09:10 3 of 4 Stop presenting

Q3. The average of five consecutive numbers A,B,C,D and E is 48. What is the product of A and E? [Bank P.O 2008]

Solution :Let the numbers be $x, x+1, x+2, x+3, x+4$

$$\text{Average} = \frac{(x) + (x+1) + (x+2) + (x+3) + (x+4)}{5} = 48$$

$$5x + 10 = 48 * 5 = 240$$

$$X = 46$$

Product of A and E = $x * (x+4) = 46 * (46+4) = 46 * 50 = 2300$

Q4. The average age of a man and his son is 40 years. The ratio of their ages is 11:5 respectively. What is the son's age? [Bank P.O 2009]

Solution : Let the age of a man = $11x$ and age of a son = $5x$

$$\text{Average} = \frac{11x + 5x}{2}$$

$$40 = 8x$$

$$X = 5$$

Age of a man = $11x = 11 * 5 = 55$ years
Age of his son = $5x = 5 * 5 = 25$ years

Meeting chat

2:30 Unread messages

Sandeep Pedini 2:48 PM
46

Aditya Birla 2:49 PM
46

Priya Ghadge 2:49 PM
46

Mihir Bapat 2:49 PM
46
25 years?

Saiji Rao 2:51 PM
25

Type a new message

+11

Saiji Rao Mihir Bapat Sabir Shaikh

Harman is 20 years old. His two younger brothers who are twins, are four years younger than Harman. The picture below shows Harman with his brothers and father:



If the sum of the ages of those in the picture is 100 years, how old is Harman's father?

Webinar on Campus credential mantra to Success

Placement committee has organised a webinar on campus credential for T.Y. Students on 26th September 2020. The main idea behind this activity is to tell them about the Campus placement process, last year TCS/Wipro/LTI questions sharing, what Skills required to clear rounds and awareness of companies conducting pan India placement drives.

This session was conducted by Mr. Vinay Raikar on 26th September 2020. For this event around 239 final year students have participated. Mr. Vinay explained the process of selection, shared the dates of exam, important key points to learn for aptitude. He has clearly explained how to solve calculation related problems with a trick.

WEBINAR ON
CAMPUS PLACEMENT MANTRA 2 SUCCESS
 Session will include: **Mr. Vinay Raikar**
26 JULY 2020
 02:00 P.M.
 Campus Credential

- Campus placement process
- TCS/Wipro/LTI Last year questions
- Skills required to clear rounds
- Awareness of companies conducting pan India placement drives

APITUDE	Section	Online Training	Webinar	TOTAL
	Complete Section-Based Interactive Training Modules	Quantitative Ability	25 hours	15 hours
English / Verbal Ability		20 hours	10 hours	30 hours
Logical Reasoning Ability		15 hours	10 hours	25 hours
TOTAL TRAINING Hours				90/95 hours

Year/Sector	Agriculture	Manufacture	Service	GDP
1989-1990	25	31	26	82
1994-1995	29	33	32	94
1999-2000	37	39	49	125
2002-2003	49	50	75	174

3. Which sector and in which year has contributed the most to the GDP during the four year under study?

WEBINAR ON
CAMPUS PLACEMENT MANTRA 2 SUCCESS
 Session will include: **Mr. Vinay Raikar**
26 SEPTEMBER 2020
 02:00 P.M.
 Campus Credential

- Campus placement process
- TCS/Wipro/LTI Last year questions
- Skills required to clear rounds
- Awareness of companies conducting pan India placement drives

Recording link: <https://web.microsoftstream.com/video/541d60af-fbaf-4740-8de5-90a5308c9e8e>

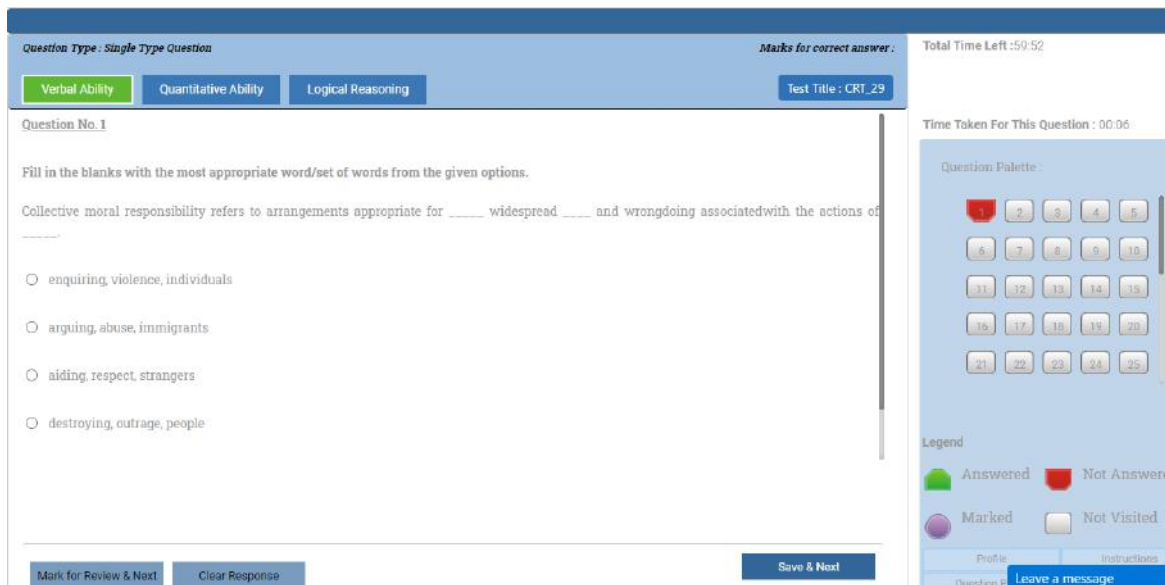
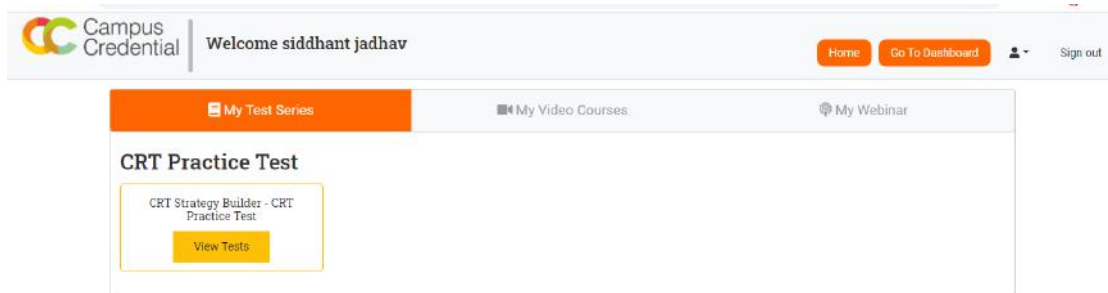
Under the guidance of **Principal Vsit- Dr. Rohini Kelkar mam** and **Vice Principal VSIT – Mr. Vijay Gawde sir**

Report by
 Spruha More

Report on Campus credential test series

Placement committee has organised practice aptitude tests from Campus Credentials for all final year students. We initiated this test series from the month of April 2020. It's a series of 38 test provided by campus credential. Each student has his userid and password for appearing for this test, they can appear whenever they want.

Reason behind initiating this test series was to improve the aptitude ability of our students. We check their progress every week and encourage them to go for the test and complete all the sets.



Course	Emails Sent	Registered / Logged In	Registered %	# Tests (out of 38) Appeared by registered students																	Not Yet registered
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	17	30		
BAF	200	129	65%	47	45	16	8	6	2	2	2	1								71	
BBI	66	54	82%	27	12	5	5	3									2			12	
BFM	67	38	57%	19	9	5	3	1		1										29	
BMM	73	56	77%	15	22	12	5	2												17	
BMS	199	150	75%	36	27	18	17	9	8	9	6	2	5	5	2	2	2	1	1	49	
BSc IT	350	224	64%	67	57	64	22	8	2	2			1	1						126	
MCom	82	2	2%	2																80	
MSc IT	47	20	43%	14	5		1													27	
Grand Total	1084	673		227	177	120	61	29	12	14	8	3	6	6	2	2	4	1	1	411	

campuscredentials.com/#/consolidate-student-test-report

Welcome VSIT College

Consolidated Test Report

Export to CSV

Sr. No.	Student Id	Name	Mobile	Email	Branch	19 04 2020 VIT Test 3 (Marks)	19 04 2020 VIT Test 4 (Marks)	22 04 2020 VIT Test 04 (Marks)	CRT_01 (Marks)
1	22772	aachal jawaharlal gupta	8291005122	aachalgupta679@gmail.com	Bachelor of Science in Information Technology (B.Sc.IT)	Not Given	Not Given	Not Given	0/60
2	22780	Abdul Salam Ansari	8291255012	abdulsalam.ansari@vsit.edu.in	Bachelor of Science in Information Technology (B.Sc.IT)	Not Given	Not Given	Not Given	Not Given
3	22787				Bachelor of	Not			

Leave a message

thumbnail_IMG-20...jpg

Show all

ENG US 3:49 PM 10/8/2020

Under the guidance of **Principal VSIT – Dr. Rohini Kelkar mam** and **Vice Principal VSIT – Mr. Vijay Gawde sir.**

Report by
Spruha More

Report on JARO Campus Drive-2020

Placement committee has organised JARO campus drive for all Final Year students on Thursday 15th October and Friday 16th October 2020. Graduate / Management Trainee (depending on educational qualification) followed by Career Development / Business Development Executive.

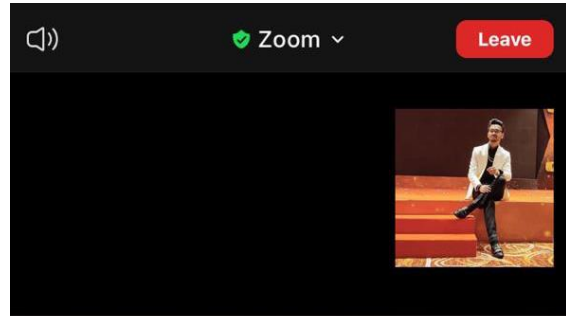
For the same we have shared one registration link around 151 students have registered for JARO.

BAF	38
BBI	14
BFM	14
BMS	03
BScIT	72
MCom	04
MscIT	06

On Thursday 15th October they have conducted group discussion on Zoom platform. Batches were made, timings were given to the students. From the GD seven students were selected for Personal Interview round.

BAF	01
BFM	01
BScIT	04
BMS	01

On Friday 16th October Preplacement talk was there where the company showcase the features and functionality of the company, their workflow, salary structure, job profile etc. Saturday on 17th October personal interview round was there for all the GD cleared students. Unfortunately no students selected.



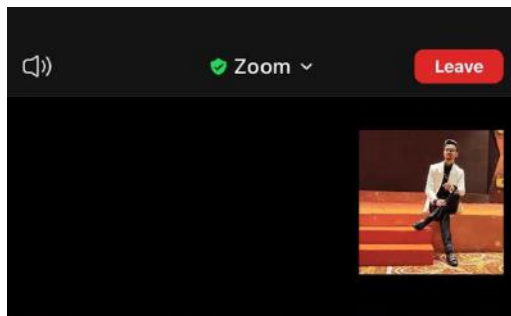
Job profile -



Designation: Graduate Trainee / Management Trainee (depending on educational qualification) followed by Career Development / Business Development Executive (post - successful completion of probation period).

Eligibility criteria:

- B.Com. / B.B.A. / B.M.S. / B.B.M. / B.A. / B.Sc. / B.C.A. / B.E. / B.Tech. i.e., any management / engineering / arts / commerce graduate from 2021 batch.
- M.B.A. / P.G.D.M. - General / Sales & Marketing / International Business / Retail Management / Luxury Management from 2021 batch, with mandatory graduation in management / arts / commerce / science.
- M.Com. / M.Tech. / M.Sc. / M.C.A. from 2021 batch.

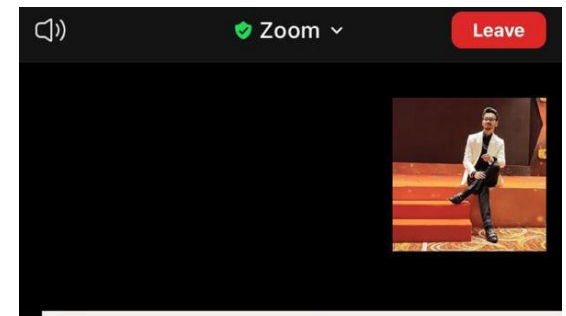


Job description (End - to - end sales with 70% inside sales & 30% outdoor meetings) -



Working days: Monday to Saturday (Sunday fixed - off)

Shift timings: 10:00 a.m. to 7:00 p.m.



Job locations & remuneration details for (Full - time) Graduate / Diploma candidates:

Locations	Mumbai, Pune, Noida, Gurugram & Bengaluru		Hyderabad & Chennai	
	1 st Month	4 th Month Onwards	1 st Month	4 th Month Onwards
Target Achievement				
Fixed Component*	Rs.25,000	Rs.40,000	Rs.25,000	Rs.35,000
Daily Travel Reimbursements**	Rs.3,000	Rs.3,000	Rs.3,000	Rs.3,000
Monthly Incentives**	Rs.10,000	Rs.10,000	Rs.10,000	Rs.10,000
Performance cum Continuity Bonus***	Rs.2,000	Rs.2,000	Rs.2,000	Rs.2,000
Total Amount / Month	Rs.40,000	Rs.55,000	Rs.40,000	Rs.50,000
CTC / Annum	-	Rs.6,60,000	-	Rs.6,00,000

*Experienced candidates can expect a decent hike on their last / current fixed component.
 **Daily Travel Reimbursements, Incentives & Performance Bonus are variable components of the total remuneration.
 ***Payable after 12 months of service.

Under the guidance of **Principal Vsit- Dr. Rohini Kelkar mam** and **Vice Principal VSIT – Mr. Vijay Gawde sir**

Report by
Spruha More

Date: 12-Oct-2020

Placement cell conducted a series of training programs related to placements for all the final year students. This session was held from 05-Oct-2020 to 10-Oct-2020. Three batches of students attended the above sessions.

Batch	Streams	Total Available Students
Batch 1	BSc IT Div I	180
Batch 2	BSc IT Div II + MSc IT	177
Batch 3	BMS + BFM	250

The session covered the following:

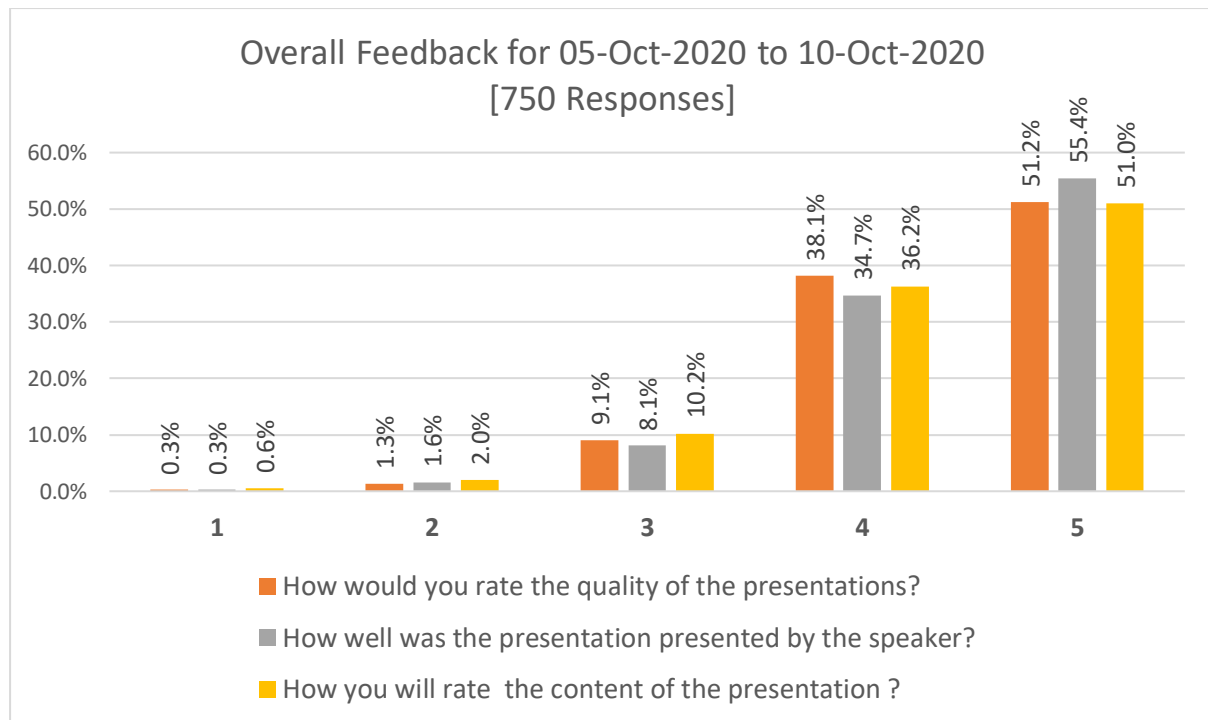
- Placement Process
 - What does the process involve?
 - Rationale behind the process
 - Preparing for the placement process
 - Handling rejection
- Group Discussion (Part 1)
 - What's and How's for a group discussion
 - Why a group discussion is needed
 - Evaluation process in a group discussion
 - Mock group discussion session
- Group Discussion (Part 2)
 - Reinforcing learning
 - Mock group discussion session
 - Analysis of the mock sessions
- Personal Interview (Part 1)
 - Structure of a personal interview
 - Why a personal interview is conducted?
 - Evaluation process in a personal interview
 - Mock personal interview
- Personal Interview (Part 2)
 - Reinforcing learning
 - Mock personal interview sessions
 - Analysis of the mock sessions
- Email & Resume writing
 - How to write a good resume
 - Do's and Don'ts in a resume
 - Email communication etiquettes
 - Minimizing the chances of your email / resume getting rejected

The day-wise batch-wise statistics for attendance and feedback for the above sessions are as below:

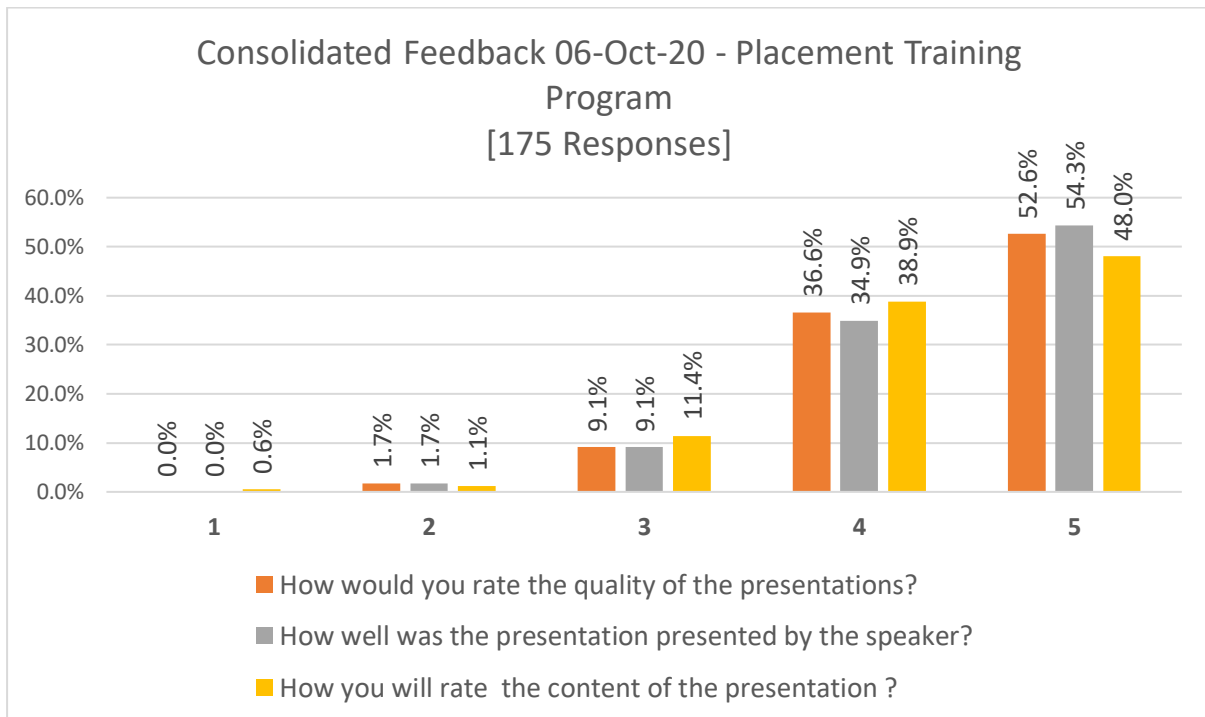
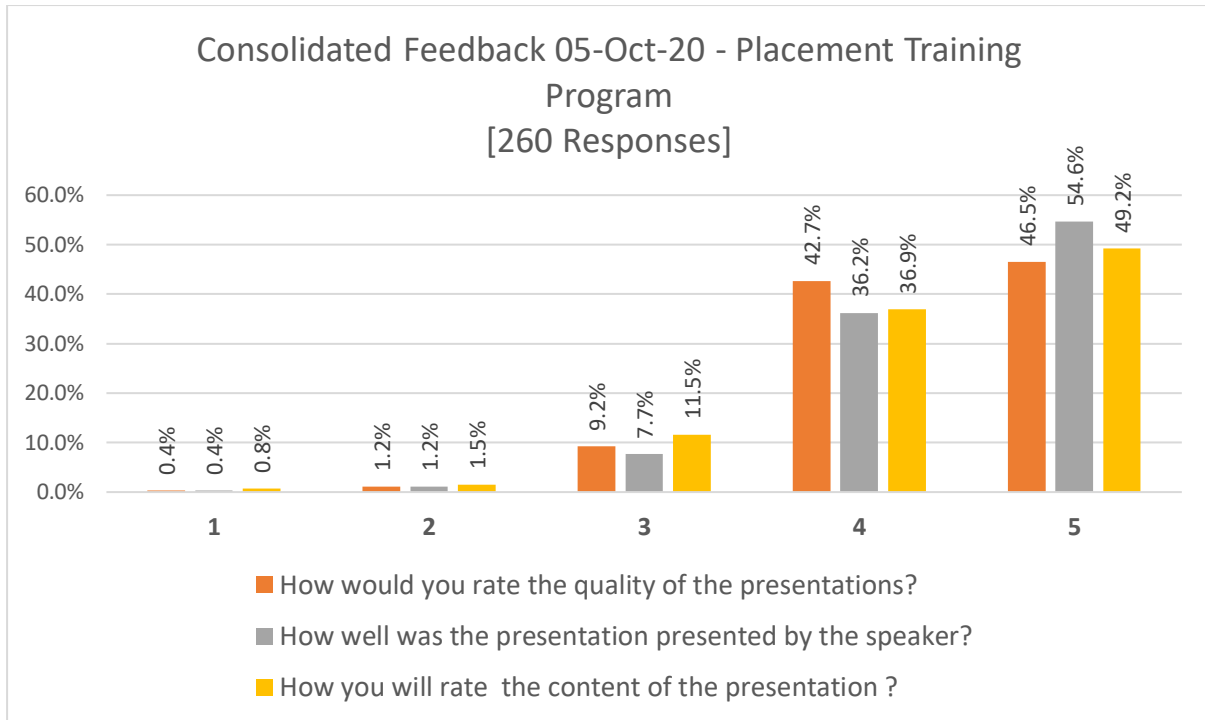
Batch	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6	
	Attd	Fdbk	Attd	Fdbk	Attd	Fdbk	Attd	Fdbk	Attd	Fdbk	Attd	Fdbk
Batch I	93	Single feedback form used	104	22	78	24	52	28	60	Feedback link issue	45	5
Batch II	120		119	43	104	29	81	17	81		97	24
Batch III	176		162	110	134	79	130	63	83		97	46
TOTALS	389	260	385	175	316	132	263	108	224	0	239	75
Feedback %	66.84%		45.45%		41.77%		41.06%		0.00%		31.38%	
Attendance %*	64.30%		63.64%		52.23%		43.47%		37.02%		39.50%	
Average Attendance %	50.03%											

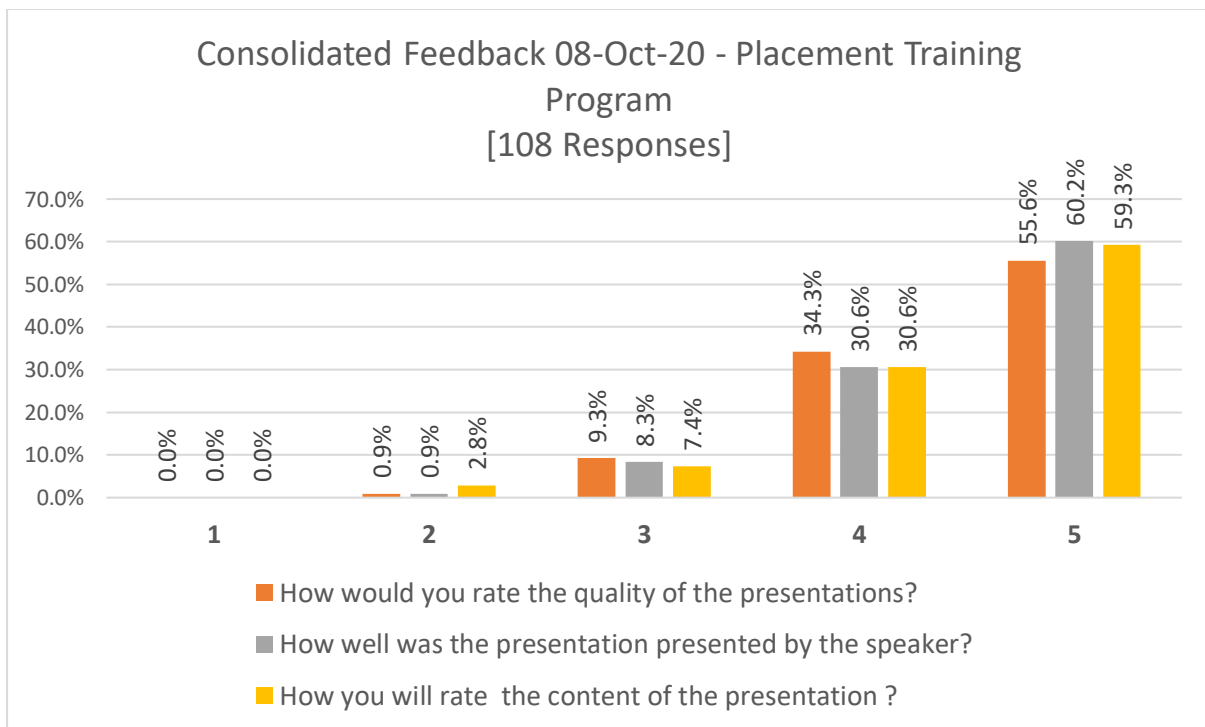
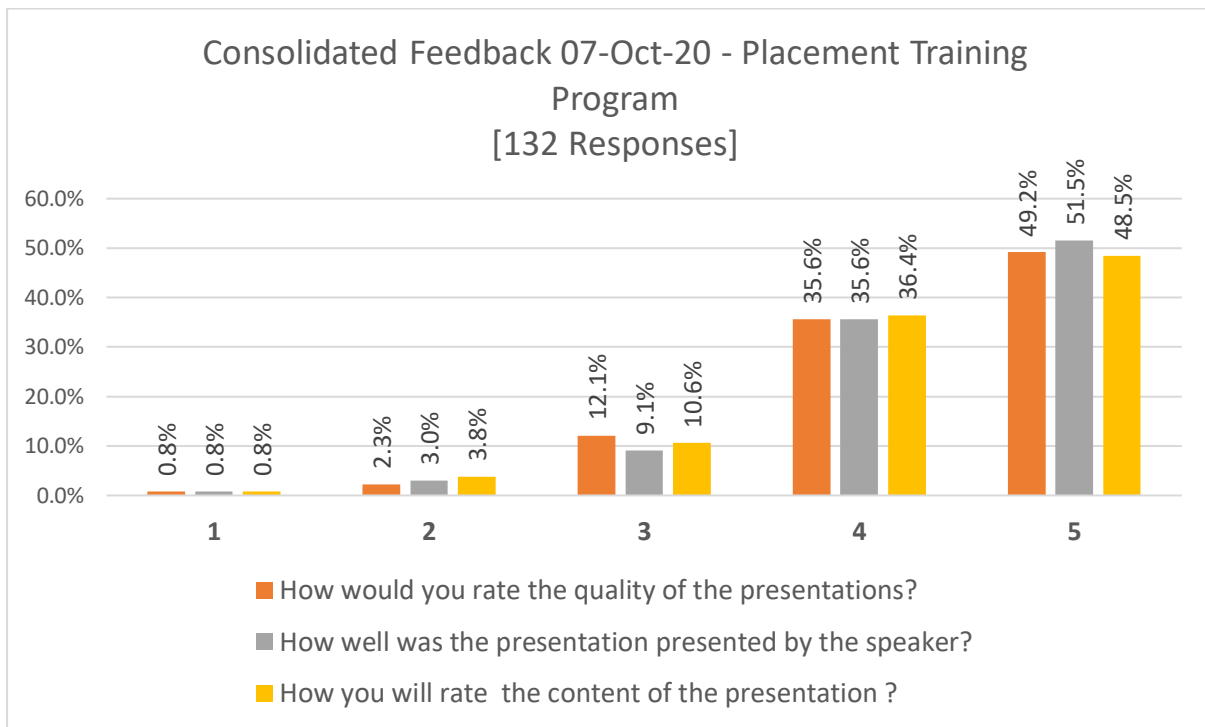
*Attendance percentage is calculated based on the total class strength of the students, as per table on page 1.

Overall Course Feedback

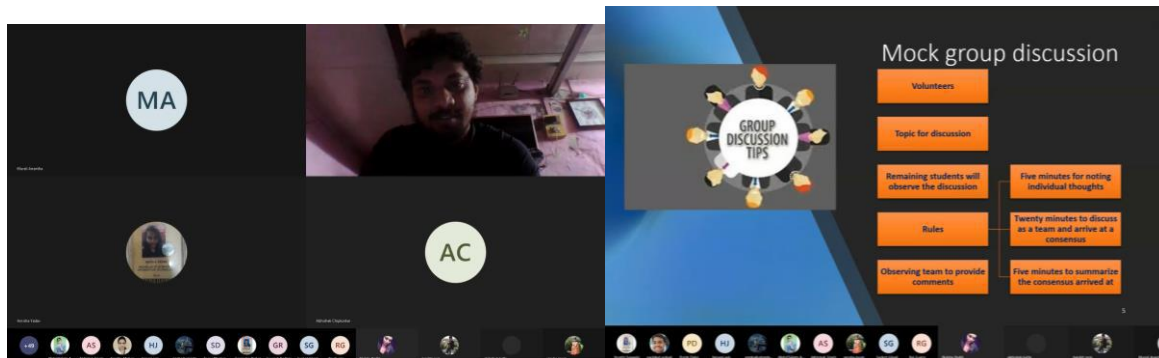
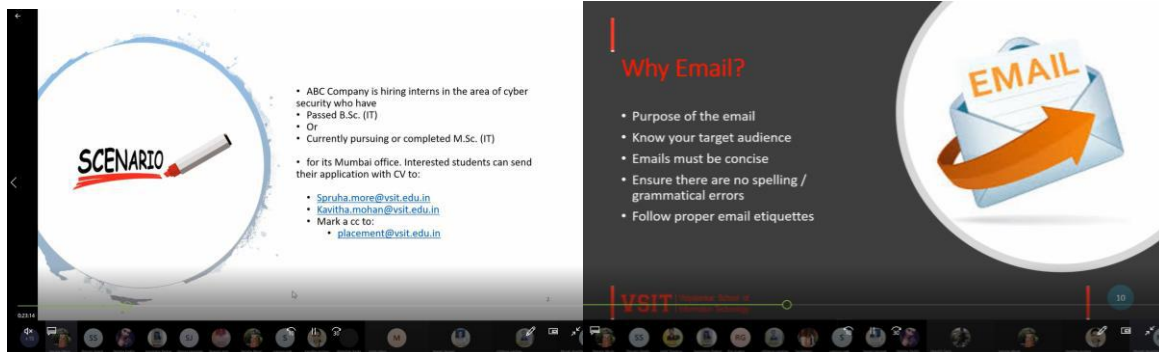
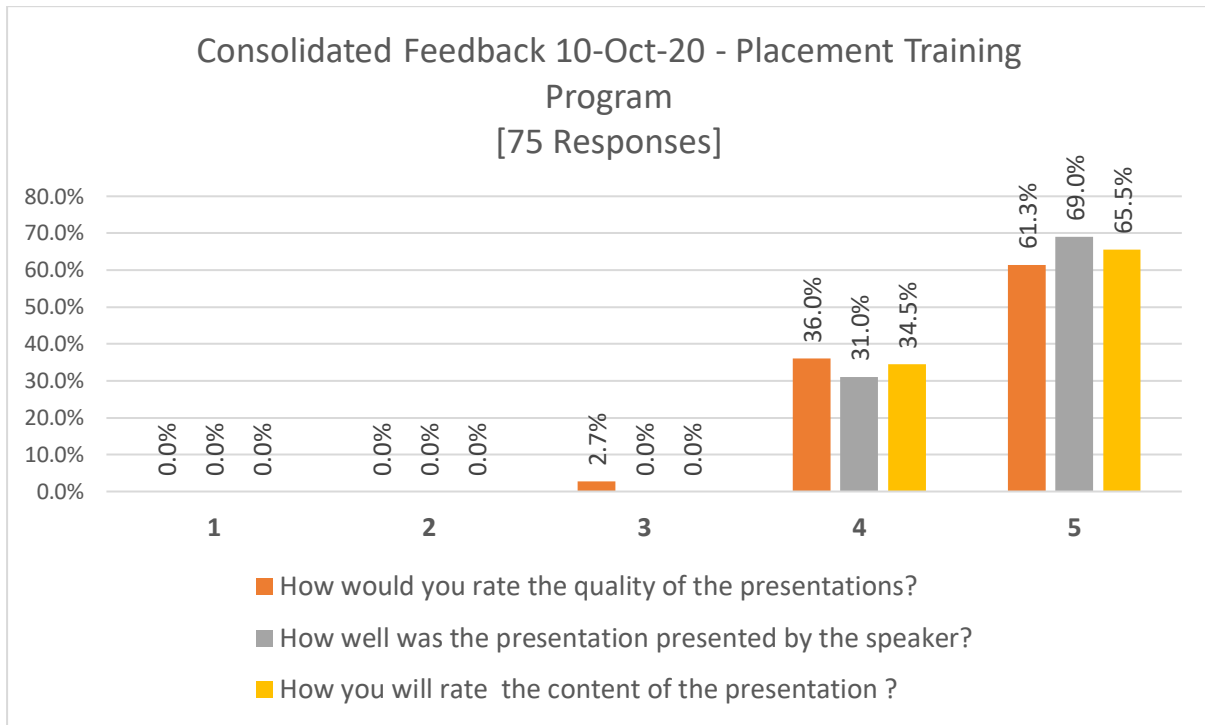


Day-Wise Students feedback





Feedback for 09-Oct-2020 could not be collected due to some technical issues with the feedback link.



Report on JARO Campus Drive-2020

Placement committee has organised JARO campus drive for all Final Year students on Thursday 15th October and Friday 16th October 2020. Graduate / Management Trainee (depending on educational qualification) followed by Career Development / Business Development Executive.

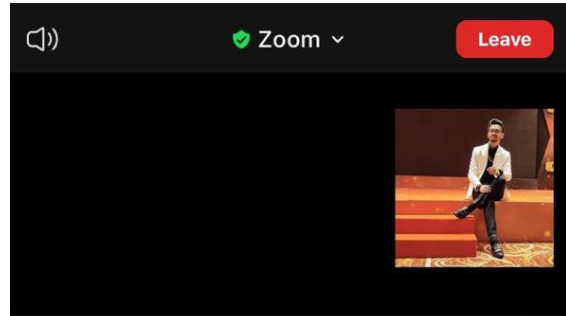
For the same we have shared one registration link around 151 students have registered for JARO.

BAF	38
BBI	14
BFM	14
BMS	03
BScIT	72
MCom	04
MscIT	06

On Thursday 15th October they have conducted group discussion on Zoom platform. Batches were made, timings were given to the students. From the GD seven students were selected for Personal Interview round.

BAF	01
BFM	01
BScIT	04
BMS	01

On Friday 16th October Preplacement talk was there where the company showcase the features and functionality of the company, their workflow, salary structure, job profile etc. Saturday on 17th October personal interview round was there for all the GD cleared students. Unfortunately no students selected.



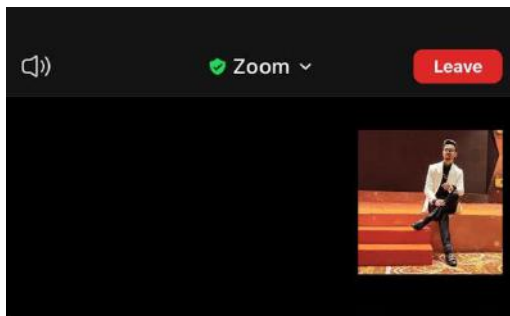
Job profile -



Designation: Graduate Trainee / Management Trainee (depending on educational qualification) followed by Career Development / Business Development Executive (post - successful completion of probation period).

Eligibility criteria:

- B.Com. / B.B.A. / B.M.S. / B.B.M. / B.A. / B.Sc. / B.C.A. / B.E. / B.Tech. i.e., any management / engineering / arts / commerce graduate from 2021 batch.
- M.B.A. / P.G.D.M. - General / Sales & Marketing / International Business / Retail Management / Luxury Management from 2021 batch, with mandatory graduation in management / arts / commerce / science.
- M.Com. / M.Tech. / M.Sc. / M.C.A. from 2021 batch.

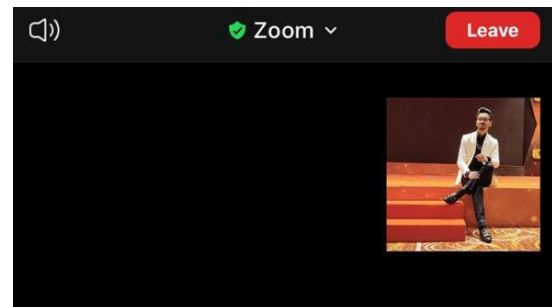


Job description (End - to - end sales with 70% inside sales & 30% outdoor meetings) -



Working days: Monday to Saturday (Sunday fixed - off)

Shift timings: 10:00 a.m. to 7:00 p.m.



Job locations & remuneration details for (Full - time) Graduate / Diploma candidates:

Locations	Mumbai, Pune, Noida, Gurugram & Bengaluru		Hyderabad & Chennai	
	1 st Month	4 th Month Onwards	1 st Month	4 th Month Onwards
Target Achievement				
Fixed Component*	Rs.25,000	Rs.40,000	Rs.25,000	Rs.35,000
Daily Travel Reimbursements**	Rs.3,000	Rs.3,000	Rs.3,000	Rs.3,000
Monthly Incentives**	Rs.10,000	Rs.10,000	Rs.10,000	Rs.10,000
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Total Amount / Month	Rs.40,000	Rs.55,000	Rs.40,000	Rs.50,000
CTC / Annum	-	Rs.6,60,000	-	Rs.6,00,000

*Experienced candidates can expect a decent hike on their last / current fixed component.
 **Daily Travel Reimbursements, Incentives & Performance Bonus are variable components of the total remuneration.
 ***Payable after 12 months of service.

Under the guidance of Principal Vsit- Dr. Rohini Kelkar mam and Vice Principal VSIT – Mr. Vijay Gawde sir

Report by
Spruha More

Report on WIPRO talk WILP Hiring 2020

Placement committee has organised number Wipro talk for the TYIT students on 27 September 2020 at 4:00pm . Many students were facing problem while doing registration for the same we had a meeting with the WIPRO HR. Based on the meeting only we have given instruction to the students as well as solve their doubts about the WIPRO.

Whole session was conducted by VSIT T.P.O Mr. Murali Anantha and Dr. Vivek Gupta . Around 54 students have attend the session.

We have shown them how to do registration and exactly what information they need to fill.

Students have many doubt like

Is it necessary to have a five years bond with WIPRO?

Is WIPRO providing Masters also?

What if we don't follow the bond?

Can we apply only for taking experience?

And many more...

All the questioned were answered by both the member very efficiently . Goal of this meeting was not only to solve the students queries but also to increase the registration ratio as WIPRO is a very known company and this time they are not putting any criteria on 10th and 12th scores. Because of which many students can apply for the same.

Under the guidance of **Principal VSIT – Dr. Rohini Kelkar mam and Vice Principal VSIT – Mr. Vijay Gawde sir.**

Report by

Spruha More

Report on Placement and Internship drive till sept-2020

Placement committee has organised number of placement and Internship drive till November 2020. Some of them are still going on. Because of COVID-19 the placement and internship drives were conducted online.

The tables below provide the details of the placement/Internship drive.

Internships			
Date	Company Name	Registered	Selected
21/11/2020	Inoltra for FY	21	In progress
29/11/2020	SSL Technologies	In progress	In progress
28/09/2020	ClearExam SY and TY-2021	26	7
29/09/2020	KRG Consultants	66	In progress
24/10/2020	BlitzJobs	136	44

Placements			
Date	Company Name	Registered	Selected
For 2021 graduating students			
23//11/2020	Wipro	120	In progress
23/11/2020	Infosys	77	In progress
16/10/2020	JARO	151	NIL
For 2020 graduating students			
30/11/2020	BigSunWorld for 2020	34	In progress
06/11/2020	Logic Serve	39	

Under the guidance of **Principal VSIT – Dr. Rohini Kelkar mam** and **Vice Principal VSIT – Mr. Vijay Gawde sir**.

Report by
Spruha More



OFFER LETTER Human Resource (HR) [6+ months] HR - Human Resource (6 Months)

1 message

AASHMAN FOUNDATION <aashmanfoundation123@gmail.com>

Tue, May 25, 2021 at 2:19 PM

Reply-to: aashmanfoundation123@gmail.com

To: mondalneha32@gmail.com



OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 25/05/2021

Student Name : Neharani Mondal
Father's Name : Bhajahari Mondal
City/ State : Maharashtra

Dear Neharani Mondal

We would like to congratulate you on being selected for the Human Resource (HR) [6+ months] internship with Team Aashman Foundation, effective from 25/05/2021. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a part-time internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of internship under any situation you have to notify to your respective supervisor.

Again, congratulations and we look forward to work with you for this coming tenure of HR - Human Resource (6 Months)

Sincerely,
V.J Aman
National President Youth

Aashman Foundation
+91-8427807716

For queries WhatsApp to central information team on :91-9041035035



aashman
FOUNDATION

OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 23/05/2021

Student Name : Riyanka Rane
Father's Name : Rajesh Rane
City/ State : Maharashtra

Dear Riyanka Rane

We would like to congratulate you on being selected for the Human Resource (HR) [6+ months]internship with Team **Aashman Foundation**, effective from 23/05/2021. All of us at **Aashman Foundation** are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a part-time internship. As such, your internship will include training/orientation and



11:51



AASHMAN FOUNDATION 23 May



to me ▾



OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 23/05/2021

Student Name : Swarada Raut
Father's Name : Prashant Raut
City/ State : Maharashtra

Dear Swarada Raut

We would like to congratulate you on being selected for the Human Resource (HR) [6+ months]internship with Team Aashman Foundation, effective from 23/05/2021. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a part-time internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 9/14/2020 11:06 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Jitesh Yadav	jitesh2352002@gmail.com	2022	Aman Chandra	INR 2000 lump sum + Incentives

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE



03-August-2021

Ref. No.:CAN-2702

To,

Disha Sawant

C wing room.no 101 veena beena society,
A.D Marg, Sewri,Opp. Sewri bus stop,
Mumbai,

Dear Disha,

Further to our discussions, we are delighted to offer you an appointment as **Intern** in team HR with APAC Financial Services Pvt. Ltd.. You will be based in our Lower Parel Office. Your Date of joining is July, 26, 2021.

1. You will be paid a stipend of Rs. 5000- per month. You will be on a training for a period of two months.
2. You will be required to abide by the administrative instructions and rules and regulations as in force from time to time for an effective and smooth interworking of the organization. You are expected to spend your entire training with APAC and not engage in any other training during the same period.
3. You shall not, either during your association with the company or thereafter, divulge to any person whatsoever, any ideas or any other information concerning the business and affairs of the company, or any of its dealings, transactions or affairs which come to your knowledge during the course of your employment or use of the same for your own benefit, unless as required and instructed for the benefit of your training.

We welcome you to our organization and look forward to a mutually beneficial association.

Yours Sincerely,

For APAC Financial Services Pvt. Ltd.

Shalaka Gadekar
Group Chief People Officer
Acceptance Acknowledgement:

Name: Disha Sawant

Signature & Date: _____

APAC Financial Services Private Limited

1st Floor, Ashford Centre, Opposite Peninsula Corporate Park, Shanker Rao Naram Marg, Lower Parel West, Mumbai - 400 013
Email : contactus@apacfin.com | Tel. : 022 6666 8169
CIN No. U65999MH2017PTC294664



Archimedes Edu. Pvt. Ltd.
Archimedes
Academy
harness your intelligence

-Corporate Office-

Sahakar Bhavan, Near Damodar Hall Entrance Gate, Parel T.T., Mumbai-400014

Helpline: 8097045678 www.archimedesacademy.co.in E-academyarchimedes@gmail.com

Date: 24/09/2020.

TO WHOMSOEVER IT MAY CONCERN,

This is to certify that Mr. Chaitanya Malik has completed 3 months of internship with us from June 1, 2020 to August 31, 2020.

During the tenure of his internship with us he was found punctual, hardworking & inquisitive.

We wish him every success in life.

Chairman,
Arun Lawand,
Archimedes Edu. Pvt. Ltd.



Archimedes Edu. Pvt. Ltd.
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-Corporate Office-

Sahakar Bhavan, Near Damodar Hall Entrance Gate, Parel T.T., Mumbai-400014

Helpline: 8097045678 www.archimedesacademy.co.in E-academyarchimedes@gmail.com

Date: 28/08/2020.

TO WHOMSOEVER IT MAY CONCERN,

This is to certify that Miss Sanjana Pawar has completed 2 months of internship with us from June 15, 2020 to August 15, 2020.

During the tenure of her internship with us she was found punctual, hardworking & inquisitive.

We wish her every success in life.

Chairman,
Arun Lawand,
Archimedes Edu. Pvt. Ltd.

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:05 AM

To: anagha sarvankar <anaghasarvankar4@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiixa.com <jhanvi.batija@bhartiixa.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvl>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 00:07 anagha sarvankar, <anaghasarvankar4@gmail.com> wrote:

Yes, I am interested.

On Mon, 24 May 2021, 12:00 am , <hr@revplc.in> wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

You have been shortlisted For Personal Discussion Round .

(Please Acknowledge Receipt of mail)

Reply - "Yes" if Interested & Reply - "No" If you do not wish to proceed

Read Entire Mail and reply: **Dead line by 24th May 2021**

Schedule an Interview on 25th May 2021 -

Whatup on +919082309476 Jhanvi Bhatija Maam (Manager - Bharti Axa Life)

Note: - This is a Sales Internship for a Financial Process.

Skill Required: - Finance & Marketing

Riche Entrepreneurial Venture Insurance Marketing Private Limited is a Financial Consultancy & Wealth Management, Intermediator Financial Services.

Designation: - **Sales Associate -SA (Trainee) for Bharti Axa Life Insurance**

Internship Period- **3 Months** – Extension only if project requires due to incomplete assignments or goals only.

Commencement Date : 27th May 2021

Stipend: - INR 4500 /- * on Achievement of MBR

Minimum Business Requirement – 1 Policy Per Month * (3 Customers in 3 Months)

Note: Policy Ticket Size as per grid only accepted (Annexure will be shared on 7th day of training). **Earn up to 50K incentives. Leads Not Provided – to be generated from social Media and Warm Market.**

Riche Entrepreneurial Venture Insurance Marketing Private Limited is a certified financial services firm specializing in the field of Personal Financial Planning, Investment Advisory & Management and Consulting services with a deep commitment to fulfilling our client's financial advisory needs. Riche Entrepreneurial Venture Insurance Marketing Private Limited is a Start-up Firm registered in 2020 in Ministry of Corporate affairs

We are, Agency Development Partners with

- **Bharti Axa Life Insurance**

Company website: www.revplc.in

We are hiring for Summer Internship Program 2021.

We, at Riche Entrepreneurial Venture Insurance Marketing Private Limited believe in offering opportunities leading towards a promising career development to those who seek us as their choice of employer and it is our pleasure to reach out to your esteemed institute for best owing a career opportunity through Summer Internship Program.

Pre-Placement Offer, for students who will successful complete projects with proactive behavior and progressive pattern. Range : INR 2.5 L to INR 6 L PER ANNUM

Note :To have successful work you need Laptop and Stable Internet Connection and Android Phone as it is a batch virtually conducted considering current condition (Covid- 19) You has to be available during working hours without excuse , You will have to acknowledge you have access to laptop & Smart phone internet connection .

Thanks & Regards,

**Amir Khan - Human Resource Manager (REVIMFPLC)
+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:06 AM

To: dhanalaxmi sanku <sankudhanalaxmi7738@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiata.com <jhanvi.batija@bhartiata.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSAPhVl>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 00:05 dhanalaxmi sanku, <sankudhanalaxmi7738@gmail.com> wrote:

Yes ma'am I am interested.

On Mon, May 24, 2021, 12:00 AM <hr@revplc.in> wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

You have been shortlisted For Personal Discussion Round .**(Please Acknowledge Receipt of mail)**

Reply - "Yes" if Interested & Reply - "No" If you do not wish to proceed

Read Entire Mail and reply: **Dead line by 24th May 2021****Schedule an Interview on 25th May 2021 -****Whatup on +919082309476 Jhanvi Bhatija Maam (Manager - Bharti Axa Life)****Note: - This is a Sales Internship for a Financial Process.****Skill Required: - Finance & Marketing**

Riche Entrepreneurial Venture Insurance Marketing Private Limited is a Financial Consultancy & Wealth Management, Intermediator Financial Services.

Designation: - **Sales Associate -SA (Trainee) for Bharti Axa Life Insurance**

Internship Period- **3 Months** – Extension only if project requires due to incomplete assignments or goals only.

Commencement Date : 27th May 2021

Stipend: - INR 4500 /- * on Achievement of MBR

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Thanks & Regards,

**Amir Khan - Human Resource Manager (REVIMFPLC)
+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:03 AM

To: Govinda nagre <nagaregovinda25@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiixa.com <jhanvi.batija@bhartiixa.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvl>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 20:48 Govinda nagre, <nagaregovinda25@gmail.com> wrote:

No

On Mon, 24 May 2021, 12:00 am , <hr@revplc.in> wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

You have been shortlisted For Personal Discussion Round .

(Please Acknowledge Receipt of mail)

Reply - "Yes" if Interested & Reply - "No" If you do not wish to proceed

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Internship Period- **3 Months** – Extension only if project requires due to incomplete assignments or goals only.

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Stipend: - INR 4500 /- * on Achievement of MBR

Minimum Business Requirement – 1 Policy Per Month * (3 Customers in 3 Months)

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We are, Agency Development Partners with

- **Bharti Axa Life Insurance**

Company website: www.revplc.in

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Pre-Placement Offer, for students who will successful complete projects with proactive behavior and progressive pattern. Range : INR 2.5 L to INR 6 L PER ANNUM

Note :To have successful work you need Laptop and Stable Internet Connection and Android Phone as it is a batch virtually conducted considering current condition (Covid- 19) You has to be available during working hours without excuse , You will have to acknowledge you have access to laptop & Smart phone internet connection .

Thanks & Regards,

**Amir Khan - Human Resource Manager (REVIMFPLC)
+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:05 AM

To: Mansi Mali <malisuha44@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiata.com <jhanvi.batija@bhartiata.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvl>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 00:07 Mansi Mali, <malisuha44@gmail.com> wrote:

Hello

Thank you and yes I am interested.

Regards

Mansi Mali

9833579625

On Mon, 24 May 2021, 12:00 am , <hr@revplc.in> wrote:**Congratulation!!! Congratulation!!! Congratulation!!!****You have been shortlisted** For Personal Discussion Round .**(Please Acknowledge Receipt of mail)**

Reply - "Yes" if Interested & Reply - "No" If you do not wish to proceed

Read Entire Mail and reply: **Dead line by 24th May 2021****Schedule an Interview on 25th May 2021 -****Whatup on +919082309476 Jhanvi Bhatija Maam (Manager - Bharti Axa Life)****Note: - This is a Sales Internship for a Financial Process.**

Skill Required: - Finance & Marketing

Riche Entrepreneurial Venture Insurance Marketing Private Limited is a Financial Consultancy & Wealth Management, Intermediator Financial Services.

Designation: - **Sales Associate -SA (Trainee) for Bharti Axa Life Insurance**

Internship Period- **3 Months** – Extension only if project requires due to incomplete assignments or goals only.

Commencement Date : 27th May 2021

Stipend: - INR 4500 /- * on Achievement of MBR

Minimum Business Requirement – 1 Policy Per Month * (3 Customers in 3 Months)

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Thanks & Regards,

**Amir Khan - Human Resource Manager (REVIMFPLC)
+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:03 AM

To: Pratik Rathod <rathodpratik772@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiata.com <jhanvi.batija@bhartiata.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvI>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Tue, 25 May 2021, 09:13 Pratik Rathod, <rathodpratik772@gmail.com> wrote:

Yes

On Mon, 24 May 2021, 12:00 am , <hr@revplc.in> wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

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(Please Acknowledge Receipt of mail)

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+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:07 AM

To: Rutika Vadate <rutikavadate18@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.bathija@bharti.axa.com <jhanvi.bathija@bharti.axa.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSaPHvI>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 00:04 Rutika Vadate, <rutikavadate18@gmail.com> wrote:

Yess,I'm interested.

On Mon, May 24, 2021, 12:00 AM <hr@revplc.in> wrote:

Congratulation!!!! Congratulation!!!! Congratulation!!!!

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(Please Acknowledge Receipt of mail)

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Thanks & Regards,

**Amir Khan - Human Resource Manager (REVIMFPLC)
+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:05 AM

To: Sagar Maharana <shmbps1999@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiata.com <jhanvi.batija@bhartiata.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvI>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 00:31 Sagar Maharana, <shmbps1999@gmail.com> wrote:

Yes

On Mon, 24 May 2021, 12:00 am , <hr@revplc.in> wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

You have been shortlisted For Personal Discussion Round .

(Please Acknowledge Receipt of mail)

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Read Entire Mail and reply: **Dead line by 24th May 2021**

Schedule an Interview on 25th May 2021 -

Whatup on +919082309476 Jhanvi Bhatija Maam (Manager - Bharti Axa Life)

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Skill Required: - Finance & Marketing

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Designation: - **Sales Associate -SA (Trainee) for Bharti Axa Life Insurance**

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+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:07 AM

To: Shruti Jadhav <jadhavshruti761@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.bathija@bhartiata.com <jhanvi.bathija@bhartiata.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSAPhVl>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 00:03 Shruti Jadhav, <jadhavshruti761@gmail.com> wrote:

Yes

On Mon, May 24, 2021, 12:00 AM <hr@revplc.in> wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

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(Please Acknowledge Receipt of mail)

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Skill Required: - Finance & Marketing

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Thanks & Regards,

**Amir Khan - Human Resource Manager (REVIMFPLC)
+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:04 AM

To: Tanvi Patil <tanvipatil74573@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiixa.com <jhanvi.batija@bhartiixa.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvI>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 14:58 Tanvi Patil, <tanvipatil74573@gmail.com> wrote:

Yes !

On Mon, 24 May 2021, 12:00 am , <hr@revplc.in> wrote:

Congratulation!!!! Congratulation!!!! Congratulation!!!!

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(Please Acknowledge Receipt of mail)

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+919082309476 Jhanvi Bhatija (Program Coordinator)**

Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:04 AM

To: vinayak khandekar <khandekarv2000@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiata.com <jhanvi.batija@bhartiata.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvl>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 08:38 vinayak khandekar, <khandekarv2000@gmail.com> wrote:

Yes

On Mon, 24 May, 2021, 12:00 am , <hr@revplc.in> wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

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Re: You have been shortlisted For Personal Discussion Round

ROHAN Shetty <rohanshetty.bali@gmail.com>

Sat 6/5/2021 12:05 AM

To: Vipul Sanoria <vipulsanoria@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Hr <hr@revplc.in>; jhanvi.batija@bhartiata.com <jhanvi.batija@bhartiata.com>

<https://chat.whatsapp.com/K0JGmCofFIG62eRHSApHvI>

Please join above link to join internship program .

Mentor Name : Jhanvi Bathija(Asst Manager) - Bharti AXA Life

On Mon, 24 May 2021, 04:54 Vipul Sanoria, <vipulsanoria@gmail.com> wrote:

On 23-May-2021, at 11:59 PM, hr@revplc.in wrote:

Congratulation!!! Congratulation!!! Congratulation!!!

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(Please Acknowledge Receipt of mail)

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Thanks & Regards,

Amir Khan - Human Resource Manager (REVIMFPLC)
+919082309476 Jhanvi Bhatija (Program Coordinator)



BLITZJOBS

To,

Aditi Jaiswal

Re-Letter of Appointment

Thursday, February 4th, 2021

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-HR Generalist with effect from 15th February 2021**.

The duration of the internship is 3 Months from 15th February 2021, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th February 2021**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/02/2021**

Accepted By:
Aditi Jaiswal
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 | | <http://www.blitzjobs.in>

Re: Documents Required for Internship

Aditya Birla <adityabirla27@gmail.com>

Tue 2/2/2021 6:57 PM

To: Ratish Charan <ratishcharan.blitzjobs@gmail.com>

Cc: sweta@blitzjobs.in <sweta@blitzjobs.in>; srashti@blitzjobs.in <srashti@blitzjobs.in>; rakshana.blitzjobs@gmail.com <rakshana.blitzjobs@gmail.com>; Murali Anantha <murali.anantha@vsit.edu.in>

I accept the offer. I just wanted to know if it is necessary to give these documents and if I may know why it is required as this is an internship.

On Mon, Feb 1, 2021 at 11:40 AM Ratish Charan <ratishcharan.blitzjobs@gmail.com> wrote:

Dear Aditya Birla,

Greetings from Blitzjobs!

Hearty Congratulations! We are pleased to inform you that you have been selected for the Internship.

We require the following documents to process your offer letter.

1. One passport size photograph.
2. Copies of the highest educational/ professional certificates.
3. PAN/Aadhar card copy.
4. Copy of photo ID, Passport or Driving License &
5. Current & permanent address proof.

Request you to submit the above-mentioned documents at the earliest.

NOTE:

You have to send the scanned copies.

Regards

Ratish Charan

ratishcharan.blitzjobs@gmail.com

Human Resource

Blitzjobs



BLITZJOBS

To,

Apeksha Kalekar

Re-Letter of Appointment

Wednesday, November 4th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Business Development with effect from 15th November 2020.**

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th November 2020.** We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/11/2020**

Accepted By:
Apeksha Kalekar
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 || <http://www.blitzjobs.in>



BLITZJOBS

To,

Dhanalaxmi Sanku

Re-Letter of Appointment

Thursday, February 4th, 2021

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Marketing Research with effect from 15th February 2021.**

The duration of the internship is 3 Months from 15th February 2021, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th January 2021.** We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/02/2021**

Accepted By:
Dhanalaxmi Sanku
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 | | <http://www.blitzjobs.in>

Documents Required for Internship

Ratish Charan <ratishcharan.blitzjobs@gmail.com>

Mon 2/1/2021 11:41 AM

To: laddharmik01@gmail.com <laddharmik01@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; sweta@blitzjobs.in <sweta@blitzjobs.in>; srashti@blitzjobs.in <srashti@blitzjobs.in>; rakshana.blitzjobs@gmail.com <rakshana.blitzjobs@gmail.com>

Dear Dharmik Lad,

Greetings from Blitzjobs!

Hearty Congratulations! We are pleased to inform you that you have been selected for the Internship.

We require the following documents to process your offer letter.

1. One passport size photograph.
2. Copies of the highest educational/ professional certificates.
3. PAN/Aadhar card copy.
4. Copy of photo ID, Passport or Driving License &
5. Current & permanent address proof.

Request you to submit the above-mentioned documents at the earliest.

NOTE:

You have to send the scanned copies.

Regards

Ratish Charan

ratishcharan.blitzjobs@gmail.com

Human Resource

Blitzjobs

Documents required-Blitzjobs

Vanshika jain <vanshikajain1.blitzjobs@gmail.com>

Tue 2/2/2021 9:49 AM

To: disha.sawant1409@gmail.com <disha.sawant1409@gmail.com>

Cc: Sweta@blitzjobs.in <Sweta@blitzjobs.in>; srasti@blitzjobs.in <srasti@blitzjobs.in>; rakshana.blitzjobs@gmail.com <rakshana.blitzjobs@gmail.com>; aishwarya.blitzjobs@gmail.com <aishwarya.blitzjobs@gmail.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Dear Disha Sawant,

Greetings from Blitzjobs!

Hearty Congratulations! We are pleased to inform you that you have been selected for the Internship.

We require the following documents to process your offer letter.

1. One passport size photograph.
2. Copies of the highest educational/ professional certificates.
3. PAN/Aadhar card copy.
4. Copy of photo ID, Passport or Driving License &
5. Current & permanent address proof.

Request you to submit the above-mentioned documents at the earliest.

NOTE:

You have to send the scanned copies.

Regards

Vanshika jain

vanshikajain1.blitzjobs@gmail.com

Human Resource

Blitzjobs

Documents Required for Internship

Ratish Charan <ratishcharan.blitzjobs@gmail.com>

Mon 2/1/2021 11:43 AM

To: durwamargaj27@gmail.com <durwamargaj27@gmail.com>

Cc: sweta@blitzjobs.in <sweta@blitzjobs.in>; srashti@blitzjobs.in <srashti@blitzjobs.in>; rakshana.blitzjobs@gmail.com <rakshana.blitzjobs@gmail.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Dear Durwa Margaj,

Greetings from Blitzjobs!

Hearty Congratulations! We are pleased to inform you that you have been selected for the Internship.

We require the following documents to process your offer letter.

1. One passport size photograph.
2. Copies of the highest educational/ professional certificates.
3. PAN/Aadhar card copy.
4. Copy of photo ID, Passport or Driving License &
5. Current & permanent address proof.

Request you to submit the above-mentioned documents at the earliest.

NOTE:

You have to send the scanned copies.

Regards

Ratish Charan

ratishcharan.blitzjobs@gmail.com

Human Resource

Blitzjobs

Documents required-Blitzjobs

Vanshika jain <vanshikajain1.blitzjobs@gmail.com>

Tue 2/2/2021 9:51 AM

To: gargi.pawar45@gmail.com <gargi.pawar45@gmail.com>

Cc: Sweta@blitzjobs.in <Sweta@blitzjobs.in>; srasti@blitzjobs.in <srasti@blitzjobs.in>; rakshana.blitzjobs@gmail.com <rakshana.blitzjobs@gmail.com>; aishwarya.blitzjobs@gmail.com <aishwarya.blitzjobs@gmail.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Dear Gragi Pawar,

Greetings from Blitzjobs!

Hearty Congratulations! We are pleased to inform you that you have been selected for the Internship.

We require the following documents to process your offer letter.

1. One passport size photograph.
2. Copies of the highest educational/ professional certificates.
3. PAN/Aadhar card copy.
4. Copy of photo ID, Passport or Driving License &
5. Current & permanent address proof.

Request you to submit the above-mentioned documents at the earliest.

NOTE:

You have to send the scanned copies.

Regards

Vanshika jain

vanshikajain1.blitzjobs@gmail.com

Human Resource

Blitzjobs



BLITZJOBS

To,

Heena Fakki

Re-Letter of Appointment

Wednesday, November 4th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern -Management Information System (MIS) with effect from 15th November 2020.**

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you under take that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th November 2020.** We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/11/2020**

Accepted By:
Heena Fakki
Date-



BLITZJOBS

To,

Jenisha Bagga

Re-Letter of Appointment

Monday, February 1st, 2021

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-HR Generalist with effect from 15th February 2021**.

The duration of the internship is 3 Months from 15th February 2021, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **2nd February 2021**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**01/02/2021**

Accepted By:
Jenisha Bagga
Date-



BLITZJOBS

To,

Lokesh Patil

Re-Letter of Appointment

Wednesday, November 4th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Digital Marketing with effect from 15th November 2020**.

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th November 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/11/2020**

Accepted By:
Lokesh Patil
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 | | <http://www.blitzjobs.in>



BLITZJOBS

To,

Mitali Arondekar

Re-Letter of Appointment

Wednesday, November 4th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Business Development with effect from 15th November 2020.**

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th November 2020.** We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/11/2020**

Accepted By:
Mitali Arondekar
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 || <http://www.blitzjobs.in>



BLITZJOBS

To,

Mustafa Kapadia

Re-Letter of Appointment

Monday, November 2nd, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Web Development** with effect from **15th November 2020**.

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **3rd November 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-02/11/2020

Accepted By:
Mustafa Kapadia
Date- 03/11/2020

7X Ventures

Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 || <http://www.blitzjobs.in>

Documents Required - Blitzjobs

Kashish Dhingra <kashishdhingra.blitzjobs@gmail.com>

Sun 1/31/2021 4:31 PM

To: nikhilshah987645@gmail.com <nikhilshah987645@gmail.com>

Cc: sweta@blitzjobs.in <sweta@blitzjobs.in>; srashti@blitzjobs.in <srashti@blitzjobs.in>; aishwarya.blitzjobs@gmail.com <aishwarya.blitzjobs@gmail.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Dear Nikhil Shah,

Greetings from Blitzjobs!

Hearty Congratulations! We are pleased to inform you that you have been selected for the Internship.

We require the following documents to process your offer letter.

1. One passport size photograph.
2. Copies of the highest educational/ professional certificates.
3. PAN/Aadhar card copy.
4. Copy of photo ID, Passport or Driving License &
5. Current & permanent address proof.

Request you to submit the above-mentioned documents at the earliest.

NOTE:

You have to send the scanned copies.

Regards

Kashish Dhingra

kashishdhingra.blitzjobs@gmail.com

Human Resource

Blitzjobs



BLITZJOBS

To,

Omkar Kolambkar

Re-Letter of Appointment

Wednesday, November 4th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Graphic Designer with effect from 15th November 2020**.

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th November 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-04/11/2020

Accepted By:
Omkar Kolambkar
Date-

06-11-2020

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 | | <http://www.blitzjobs.in>



BLITZJOBS

To,

Reet Chalke

Re-Letter of Appointment

Monday, November 2nd, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Digital Marketing with effect from 15th November 2020**.

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **3rd November 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**02/11/2020**

Accepted By:
Reet Chalke
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 || <http://www.blitzjobs.in>



BLITZJOBS

To,

Sairam Gundu

Re-Letter of Appointment

Monday, November 2nd, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Graphic Designer with effect from 15th November 2020.**

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **3rd November 2020.** We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**02/11/2020**

Accepted By:
Sairam Gundu
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 || <http://www.blitzjobs.in>



BLITZJOBS

To,

Sakshi Bagwe

Re-Letter of Appointment

Wednesday, November 4th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Digital Marketing with effect from 15th November 2020**.

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th November 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/11/2020**

Accepted By:
Sakshi Bagwe
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 | | <http://www.blitzjobs.in>



BLITZJOBS

To,

Sanjana Pawar

Re-Letter of Appointment

Monday, February 1st, 2021

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-HR Generalist with effect from 15th February 2021**.

The duration of the internship is 3 Months from 15th February 2021, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **2nd February 2021**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-01/02/2021

Accepted By:
Sanjana Pawar
Date-

7X Ventures

Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 | | <http://www.blitzjobs.in>

Selected Candidates Blitzjobs

khushi tomar <khushi.blitzjobs@gmail.com>

Sat 10/31/2020 1:49 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Cc: sweta@blitzjobs.in <sweta@blitzjobs.in>; srashti@peacock.solar <srashti@peacock.solar>;
manitoshpandey.blitzjobs@gmail.com <manitoshpandey.blitzjobs@gmail.com>

Hello Team,

Greetings for the Day!

This is to bring to your kind notice that we have completed our first step of screening the candidates and below are the list of the selected candidates with their profile has been attached.

We will be moving on with the documentation procedure with the selected candidates directly. Please make sure that the students are sending the required documents within the deadline given.

Regards

Khushi Tomar

Hr Generalist

Selection mail- Blitzjobs

vinod kosgi <vinodkosgi123.blitzjobs@gmail.com>

Sun 1/31/2021 3:13 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>; Sweta@blitzjobs.in <Sweta@blitzjobs.in>; srashti@blitzjobs.in <srashti@blitzjobs.in>; aishwarya.blitzjobs@gmail.com <aishwarya.blitzjobs@gmail.com>

Hello Team,

Greetings for the Day!

This is to bring to your kind notice that we have completed our first step of screening the candidates and below are the names of the selected candidates with their profile.

We will be moving on with the documentation procedure with the selected candidates directly. Please make sure that the students are sending the required documents within the deadline given.

Regards

Your Signature

KOSGIVINOD



BLITZJOBS

To,

Shivani Modi

Re-Letter of Appointment

Wednesday, December 30th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-HR Generalist with effect from 1st January 2021**.

The duration of the internship is 3 Months from 1st January 2021 and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **31st December 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-30/12/2020

Accepted By:

Shivani Modi
Date- 30 December, 2020

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 || <http://www.blitzjobs.in>



BLITZJOBS

To,

Tanmay Pawar

Re-Letter of Appointment

Monday, November 2nd, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Business Development with effect from 15th November 2020**.

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **3rd November 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**02/11/2020**

Accepted By:
Tanmay Pawar
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 || <http://www.blitzjobs.in>



BLITZJOBS

To,

Vaishnavi Kadam

Re-Letter of Appointment

Wednesday, November 4th, 2020

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of **Intern-Digital Marketing with effect from 15th November 2020**.

The duration of the internship is 3 Months from 15th November 2020, and you will not be paid any compensation.

You will be reporting to Ms. Sweta Singh and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team for the BlitzJobs initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavor to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party. You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You are required to send us the scanned copy of the signed letter by **5th November 2020**. We look forward to working with you.

Yours Faithfully,

Sweta Singh
Co-founder & CHRO (Chief Human Resource Officer)
Date-**04/11/2020**

Accepted By:
Vaishnavi Kadam
Date-

7X Ventures
Regd. address: 709, Sandeep Square, Bengaluru, Karnataka, 560103
Phone No: +91-9639495749 | | <http://www.blitzjobs.in>

Date: 31st July, 2021

TO WHOM IT MAY CONCERN

This is to certify that Ms. Rechelle Bodhka is undergoing internship at Brisk Olive Business Solutions Pvt Ltd. Noida, as a Marketing Intern, from 01 June 2021 Onwards.

Rechelle is a self-motivated learner. She is demonstrating an excellent aptitude for learning Marketing skills. Her responsibilities include business research and social media marketing including content creation.

We wish her all the best for her future endeavours.

Authorized Signatory


Brisk Olive Business Solutions Pvt. Ltd.

31 July 21

Auth. Signatory

For Brisk Olive Business Solutions Pvt Ltd

A unit of S. S. Systems Pvt. Ltd.
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Third Floor, Pratimalya Shoppe, Shantikunj, Patna 801505
www.busandticket.com, hr@busandticket.com

Date: 16th May 2021

OFFER LETTER

Name :- Aarif Chogule

Email :- aarif25062@gmail.com

Dear Aarif,

I am delighted & excited to welcome you to BUSANDTICKET.COM for the post of Digital/Marketing Intern. At BUSANDTICKET.COM, we believe that our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with BUSANDTICKET.COM.

*Your Job will be governed by the terms and conditions presented in the **Annexure A**. You will be guided/trained to achieve the Digital/Marketing Skills*

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us by 17th May 2021.

Congratulations and welcome to the team!

Aamir Junaid Ahmad
BusAndTicket.com
Patna
+91-9939802016

Annexure A

You shall be governed by the following terms and condition of service during your internship with BUSANDTICKET.COM, and those may be amended from time to time.

- 1. You are being hired as a Digital/Marketing Intern and Mr. Aamir Junaid Ahmad would be your Reporting Manager.*
- 2. You are expected to devote your time and efforts solely to BUSANDTICKET.COM work. You are also required to let your manager know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.*
- 3. All the work that you will produce at or in relation to BUSANDTICKET.COM will be the intellectual property of BUSANDTICKET.COM. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances..*
- 3. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. BUSANDTICKET.COM operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all BUSANDTICKET.COM work/data stored on your Personal Computer to your mentor and delete the same from your machine.*
- 5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company..*
- 6. Under normal circumstances either the company or you may terminate this association by providing a notice of 7 days without assigning any reason. However, the*

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www.busandticket.com, hr@busandticket.com

company may terminate this agreement forthwith under situations of in-disciplinary behaviours.

7. *You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.*

8. Intern will be responsible for

1. Proactively coming up with innovative, low-cost marketing/creative strategies that have a direct visible impact on sales.
2. Establish long-term relationships with student community bodies, suppliers, vendors etc.
3. Be the voice of the brand on Facebook, Instagram, Twitter, YouTube, Quora and other engaging social media platforms.
4. Work with other team members to plan out the content calendar, conceptualize large and small campaigns.
5. Keep a close eye on popular culture, online trends doing the rounds on social media and create relevant and engaging brand love moments online.
6. Create, manage, own and execute monthly communication calendar for BusAndTicket to acquire new users and increase retention.
7. Organize promotional events in and outside college campus.
8. Interns are required to visit Bus Stand and meet with Bus Operators | Passengers once the covid situation improves and there is no Lockdown in their area.

9. *Your Internship will start from 1st June 2021 for 3 months duration. You will get stipend of Rs. 3000/- plus incentives up to Rs. 7000/- based on your performance and target achievement). You are expected to meet the following:*

- Minimum 50 tickets are required to be sold by each Intern. For every additional 50 tickets booked you will get incentive of Rs 1000/-
- 20 Facebook, Instagram, Twitter, Youtube Likes/Engagement/Subscription
- 10 Quora Posts/Engagement
- 20 Google Reviews of the BusAndTicket.com website/customer

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- 5 Videos of 2 to 5 minutes of self/customers/friends related to BusAndTicket website/service/offers/internship
- 50 Blog posts, the posts should be in your own words. The content should not be copied from any other website. The topic should be related to travel/offers/bus operators/website etc. The topic has to be approved by your mentor/group leader before writing.

The incentives will be based on the quality of the work done.

10. *BUSANDTICKET.COM is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work.*

Expect constant and continuous objective feedback from your manager and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

Have fun at what you do and do the right thing – both the principles are core of what BUSANDTICKET.COM stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

I have negotiated, agreed, read and understood all the terms and conditions of this offer letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: **17/05/2021**

Signature:



From: Spruha More
Sent: 13 May 2021 15:33
To: Murali Anantha
Subject: Fw: Summer Internship Documents Required

Regards

Spruha More
Assistant Professor



 Please consider your environmental responsibility before printing this email

DISCLAIMER:

This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

From: Purna b <bhosaleprerna64@gmail.com>
Sent: Thursday, May 13, 2021 1:48 PM
To: Spruha More <spruha.more@vsit.edu.in>
Subject: Fwd: Summer Internship Documents Required

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

From: **BUS AND TICKET** <busandticket.hr@gmail.com>
Date: Sun, May 9, 2021, 13:54

Subject: Summer Internship Documents Required
To: <bhosaleprerna64@gmail.com>

Dear Candidate

You have been selected for Summer Internship

The following documents are required before 15th May 2021

1. Resume
2. Letter from College
3. Adhar Card
4. Bank Account Details
5. Passport Size Photo
6. Internship Duration and start date

Please note, this is work from home due to Pandemic. Your role and responsibility will be given once we receive the above documents

Warm Regards

BusAndTicket

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Third Floor, Pratimalya Shoppe, Shantikunj, Patna 801505

www.busandticket.com, hr@busandticket.com

Date: 16th May 2021

OFFER LETTER

Name :- Rishi Patel

Email :- rishi0802patel@gmail.com

Dear Rishi,

I am delighted & excited to welcome you to BUSANDTICKET.COM for the post of Digital/Marketing Intern. At BUSANDTICKET.COM, we believe that our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with BUSANDTICKET.COM.

*Your Job will be governed by the terms and conditions presented in the **Annexure A**. You will be guided/trained to achieve the Digital/Marketing Skills*

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us by 17th May 2021.

Congratulations and welcome to the team!

Aamir Junaid Ahmad

BusAndTicket.com

Patna

+91-9939802016

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Third Floor, Pratimalya Shoppe, Shantikunj, Patna 801505

www.busandticket.com, hr@busandticket.com

Annexure A

You shall be governed by the following terms and condition of service during your internship with BUSANDTICKET.COM, and those may be amended from time to time.

- 1. You are being hired as a Digital/Marketing Intern and Mr. Aamir Junaid Ahmad would be your Reporting Manager.*
- 2. You are expected to devote your time and efforts solely to BUSANDTICKET.COM work. You are also required to let your manager know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.*
- 3. All the work that you will produce at or in relation to BUSANDTICKET.COM will be the intellectual property of BUSANDTICKET.COM. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances..*
- 3. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. BUSANDTICKET.COM operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all BUSANDTICKET.COM work/data stored on your Personal Computer to your mentor and delete the same from your machine.*
- 5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company..*
- 6. Under normal circumstances either the company or you may terminate this association by providing a notice of 7 days without assigning any reason. However, the*

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company may terminate this agreement forthwith under situations of in-disciplinary behaviours.

7. *You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.*

8. Intern will be responsible for

1. Proactively coming up with innovative, low-cost marketing/creative strategies that have a direct visible impact on sales.
2. Establish long-term relationships with student community bodies, suppliers, vendors etc.
3. Be the voice of the brand on Facebook, Instagram, Twitter, YouTube, Quora and other engaging social media platforms.
4. Work with other team members to plan out the content calendar, conceptualize large and small campaigns.
5. Keep a close eye on popular culture, online trends doing the rounds on social media and create relevant and engaging brand love moments online.
6. Create, manage, own and execute monthly communication calendar for BusAndTicket to acquire new users and increase retention.
7. Organize promotional events in and outside college campus.
8. Interns are required to visit Bus Stand and meet with Bus Operators | Passengers once the covid situation improves and there is no Lockdown in their area.

9. *Your Internship will start from 1st June 2021 for 3 months duration. You will get stipend of Rs. 3000/- plus incentives up to Rs. 7000/- based on your performance and target achievement). You are expected to meet the following:*

- Minimum 50 tickets are required to be sold by each Intern. For every additional 50 tickets booked you will get incentive of Rs 1000/-
- 20 Facebook, Instagram, Twitter, Youtube Likes/Engagement/Subscription
- 10 Quora Posts/Engagement
- 20 Google Reviews of the BusAndTicket.com website/customer

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- 5 Videos of 2 to 5 minutes of self/customers/friends related to BusAndTicket website/service/offers/internship
- 50 Blog posts, the posts should be in your own words. The content should not be copied from any other website. The topic should be related to travel/offers/bus operators/website etc. The topic has to be approved by your mentor/group leader before writing.

The incentives will be based on the quality of the work done.

10. *BUSANDTICKET.COM is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work.*

Expect constant and continuous objective feedback from your manager and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

Have fun at what you do and do the right thing – both the principles are core of what BUSANDTICKET.COM stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

I have negotiated, agreed, read and understood all the terms and conditions of this offer letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

16/5/2020

Signature:



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Ltd.

Third Floor, Pratimalya Shoppe, Shantikunj, Patna
801505

Date: 16th May 2021

OFFER LETTER

Name :- SADAF FIROZ SHAIKH

Email :- shaikhsadaffiroz@gmail.com

Dear Sadaf,

I am delighted & excited to welcome you to BUSANDTICKET.COM for the post of Digital/Marketing Intern. At BUSANDTICKET.COM, we believe that our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with BUSANDTICKET.COM.

*Your Job will be governed by the terms and conditions presented in the **Annexure A**. You will be guided/trained to achieve the Digital/Marketing Skills*

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us by 17th May 2021.

Congratulations and welcome to the team!

*Aamir Junaid Ahmad
BusAndTicket.co
m Patna
+91-9939802016*

Annexure A

You shall be governed by the following terms and condition of service during your internship with BUSANDTICKET.COM, and those may be amended from time to time.

- 1. You are being hired as a Digital/Marketing Intern and Mr. Aamir Junaid Ahmad would be your Reporting Manager.*
- 2. You are expected to devote your time and efforts solely to BUSANDTICKET.COM work. You are also required to let your manager know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.*
- 3. All the work that you will produce at or in relation to BUSANDTICKET.COM will be the intellectual property of BUSANDTICKET.COM. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances..*
- 3. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. BUSANDTICKET.COM operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all BUSANDTICKET.COM work/data stored on your Personal Computer to your mentor and delete the same from your machine.*
- 5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company..*
- 6. Under normal circumstances either the company or you may terminate this association by providing a notice of 7 days without assigning any reason.*

From: Rishi Patel
Sent: 09 May 2021 19:11
To: Placement
Subject: Fwd: List of selected students

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

From: **BUS AND TICKET** <busandticket.hr@gmail.com>

Date: Sun, May 9, 2021, 1:41 PM

Subject: List of selected students

To: <ishrathfathima8@gmail.com>, <nayanahalesh123@gmail.com>, <harshithba140@gmail.com>, <dhanushn1208@gmail.com>, <vikashvaibhav733@gmail.com>, <sumangowda0538@gmail.com>, <addagirivenkatesh@gmail.com>, <sushmitarani468@gmail.com>, <ravianand291@gmail.com>, <srihari425.sh@gmail.com>, <umerbhat283@gmail.com>, <dhanyathasriram@gmail.com>, <sunitha791999@gmail.com>, <shyamsndr121@gmail.com>, <subhadrakangal508@gmail.com>, <aarif25062@gmail.com>, <vanithah1999@gmail.com>, <sahilpansare5050@gmail.com>, <0tanubisht@gmail.com>, <Randeepkaur1114@gmail.com>, <priyankabhakuni1998@gmail.com>, <jayantrautela1@gmail.com>, <deepikarawat1000@gmail.com>, <ashishbhatt3762@gmail.com>, <pariharkriti03@gmail.com>, <ankitsamant23@gmail.com>, <pragatisuyal123@gmail.com>, <vivekpandey5322260@gmail.com>, <farhanmalik7020@gmail.com>, <jainnayan8588@gmail.com>, <ankitarawatgood@gmail.com>, <anthimayadav99@gmail.com>, <bhashkarchopra@gmail.com>, <Meenakshibisht4959@gmail.com>, <kamakshijoshi123@gmail.com>, <Poojamehrra97@gmail.com>, <dghildiyals@gmail.com>, <Vanjinathanwww@gmail.com>, <pratikkhopade37@gmail.com>, <atharvaa1410@gmail.com>, <kambleprasad2000@gmail.com>, <ghadgegauri36@gmail.com>, <vaishnavipangam.vp@gmail.com>, <shreyashinde2807@gmail.com>, <sohailshaikh0024@gmail.com>, <princesingh1668@gmail.com>, <deveshpratapsinghh2001@gmail.com>, <shaikhsadaffiroz@gmail.com>, <faizaanattari786@gmail.com>, <prathikp.prasad@gmail.com>, <vaishalibisht732@gmail.com>, <manishrokade1610@gmail.com>, <rohittbishttt@gmail.com>, <amansahibole17@gmail.com>, <nikitaovhal20@gmail.com>, <sanketghadi2508@gmail.com>, <rishabhpandey6085@gmail.com>, <omnavge06@gmail.com>, <bhaskarbhatt739@gmail.com>, <Pushpa1999chand@gmail.com>, <abuzar.ansari@vsit.edu.in>, <Sameershah12101@gmail.com>, <priyanshuubale59@gmail.com>, <pavankumarbitla12@gmail.com>, <deekshithgowda9907@gmail.com>, <kolpektejas@gmail.com>, <irahuljadhavv@gmail.com>, <rajoza2812@gmail.com>, <pawanmukkera22@gmail.com>, <negiharshita889@gmail.com>, <nidhispol@gmail.com>, <sakshigirkar1205@gmail.com>, <dhakorkarviraj2002@gmail.com>, <akbhatt897@gmail.com>, <rishi0802patel@gmail.com>, <vamshithalagichetty@gmail.com>, <labdedurvag@gmail.com>, <mahimapandey42021@gmail.com>, <Prasadkomal720@gmail.com>, <amy12.at98@gmail.com>, <smileshikha1@gmail.com>, <priyarajput79458@gmail.com>, <ranedhiraj032@gmail.com>, <syedosama100@gmail.com>, <manug2151@gmail.com>, <poojakumarikwn@gmail.com>, <vishakhgharat02@gmail.com>, <shivanigupta51221@gmail.com>, <Shubhamshinde1831@gmail.com>, <Shaikhiqra1502@gmail.com>, <yasharma666@gmail.com>, <payalgupta0022@gmail.com>, <prageyabhartari@gmail.com>, <Kumarivatika95@gmail.com>, <Ronyabhishek01@gmail.com>

Congratulations!

Welcome to the BusAndTicket Team

The following students have been selected for Summer Internship after interview.

Name	EmailId	Clg name
Rishi Patel	rishi0802patel@gmail.com	Vidaya naar clg
Raj Hitendra Oza	rajoza2812@gmail.com	Vidaya naar clg
Aarif Chogule	aarif25062@gmail.com	Vidaya naar clg
Devesh Pratap Singh	deveshpratapsinghh2001@gmail.com	Vidaya naar clg
Shubham shinde	Shubhamshinde1831@gmail.com	ram narayan clg
Sohail Shaikh	sohailshaikh0024@gmail.com	M.D College Parel
Sadaf firoz shaikh	shaikhsadaffiroz@gmail.com	Vidaya naar clg
Pavan kumar Bitla	pavankumarbitla12@gmail.com	VIDYALANKAR

All the above students are required to send the following documents before 15th May 2021

1. Resume
2. Passport Size Photograph
3. Adhar Card
4. Bank Account Detail
5. College letter
6. Internship Duration - Starting Date

From: Anupam Adak
Sent: 13 May 2021 22:10
To: Murali Anantha
Subject: Request for "Letter from college"

Sir,

I am Anupam Adak student of third-year [B.Com](#) (Banking & Insurance). I have recently applied for an internship at "BusAndTicket" and I've got selected for their summer internship program and my joining date is from 1st June 2021. I am required to submit a 'letter from college'.

It's a request sir can you please issue one in my name on or before 14th May 2021.
I'm also attaching my selection mail for your reference.

Thank You

Yours Faithful,
Anupam Adak
Roll Number: 19303A0052
Department: [B.Com](#)(Banking & Insurance)

12:16



Congratulation - Selected
for Summer Internship

BusAndTicket Inbox



BUS AND TICKET Yesterday

to bhramar1606, shaikhafr..

Dear Candidate

Get [Outlook for Android](#)



Buyersmart Private Limited

Abhishek Gupta,

VSIT

27.03.2021

Subject: Internship Letter

We are pleased to appoint you as an Intern in Buyersmart Private Limited from 01st Apr, 2021 to 30th June, 2021.

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8. After completion of the project please submit a copy of the project report duly signed by your Project Guide.

If these terms and conditions are acceptable to you, you may sign a copy of this letter and return it to us.

We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Aditi Jadhav,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Akash Manik,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Akshat Pal,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Apeksha Kalekar,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Darshita Shukla,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Deepak Gujar,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Dhanalaxmi Sanku,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Dhwani Nemavat,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Gaargi Mohite,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Harsh Mali,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Harshita Bhagat,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Irshana Choudhari,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Maaz Hussain,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Manish Uplanchi,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Mitesh Pamecha,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Mitesh Patole,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Namira Mukadam,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Neetukumari Gehlot,

VSIT

27.03.2021

Subject: Internship Letter

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8. After completion of the project please submit a copy of the project report duly signed by your Project Guide.

If these terms and conditions are acceptable to you, you may sign a copy of this letter and return it to us.

We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Neha Patra,

VSIT

27.03.2021

Subject: Internship Letter

We are pleased to appoint you as an Intern in Buyersmart Private Limited from 01st Apr, 2021 to 30th June, 2021.

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Om Samant,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Pratik Khopade,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Pratiksha Shinde,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Prem Sai Ardhi,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Riddhi Jawdekar,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Rishabh Dey,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Riyaz Ahammed Malawat,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Ruchika Sakhle,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Sagar Sahu,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Sakshi Bajaj,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Saloni Ambre,

VSIT

27.03.2021

Subject: Internship Letter

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Sanjana Shankar,

VSIT

27.03.2021

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Sanket More,

VSIT

27.03.2021

Subject: Internship Letter

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Shalaka Nachare,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Sharvari Sawant,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Shraddha Bagal,

VSIT

27.03.2021

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Shrutika Zagade,

VSIT

27.03.2021

Subject: Internship Letter

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Soham Prabhu,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Suraj Wagh,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Swaroop Rathod,

VSIT

27.03.2021

Subject: Internship Letter

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Swati Mishra,

VSIT

27.03.2021

Subject: Internship Letter

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Tanvi Chache,

VSIT

27.03.2021

Subject: Internship Letter

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7. You would be provided with a certificate of internship after successful completion of the project.
8. After completion of the project please submit a copy of the project report duly signed by your Project Guide.

If these terms and conditions are acceptable to you, you may sign a copy of this letter and return it to us.

We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Tasmiya Pawaskar,

VSIT

27.03.2021

Subject: Internship Letter

We are pleased to appoint you as an Intern in Buyersmart Private Limited from 01st Apr, 2021 to 30th June, 2021.

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2. This does not give any right for claiming employment in the organization at present or in future.
3. During the course of your term you may have to obtain substantial financial and other business related information. You have to give an undertaking for maintaining confidentiality and secrecy in the matters of the organization. You will not make presentation of the organization's Data / Information anywhere without prior permission of the Organization.
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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Vaishnavi Kadam,

VSIT

27.03.2021

Subject: Internship Letter

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Yours sincerely, For Buyersmart Private Limited,

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Buyersmart Private Limited

Vaishnavi Somal,

VSIT

27.03.2021

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Vijayraj Shukla,

VSIT

27.03.2021

Subject: Internship Letter

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Vikrant Gurav,

VSIT

27.03.2021

Subject: Internship Letter

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Authorized Signatory



Buyersmart Private Limited

Vinesh Guddeti,

VSIT

27.03.2021

Subject: Internship Letter

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Vipul Sanoria,

VSIT

27.03.2021

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Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory



Buyersmart Private Limited

Viraj Dhakorkar,

VSIT

27.03.2021

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Authorized Signatory



Buyersmart Private Limited

Vishal Rathod,

VSIT

27.03.2021

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We wish you all the best.

Yours sincerely, For Buyersmart Private Limited,

Authorized Signatory

From: Chegg Campus Connect
Sent: 16 February 2021 10:30
To: Murali Anantha; Tanvi Shere
Subject: Chegg India | Results

Dear Training and Placement team,

Hope your students had wonderful time attending the drive as we had conducting it!

Thank you for extending uninterrupted support for the smooth conduction of the Campus Drive. We take immense pleasure in sharing the list of selected students who were the part of Chegg India's Campus Drive for the profile of "Subject Matter Experts".

Email	Subject	Name	Final Status	Onboarding Date	Referral Code
reetikjena@gmail.com	Computer Science	Reetik Jena	To Be Onboarded	18-02-2021	VITMH12021
prachibhatkar10@gmail.com	Computer Science	Prachi Bhatkar	To Be Onboarded	18-02-2021	VITMH12021
faisalansari9488@gmail.com	Computer Science	Faisal Ansari	To Be Onboarded	18-02-2021	VITMH12021
harekar.harshal1781@gmail.com	Computer Science	Harshal Harekar	To Be Onboarded	18-02-2021	VITMH12021
mrgadkari1604@gmail.com	Computer Science	Mayuresh Gadkari	To Be Onboarded	18-02-2021	VITMH12021
khanrukhsar247@gmail.com	Computer Science	Rukhsar Khan	To Be Onboarded	18-02-2021	VITMH12021
athznaik18@gmail.com	Computer Science	Atharva Naik	To Be Onboarded	18-02-2021	VITMH12021
sohamadvirkar23@gmail.com	General Business and Operations Management	Soham Advirkar	To Be Onboarded	01-03-2021	VITMH12021

vaidyaanushka11@gmail.com	Computer Science	Anushka Vaidya	To Be Onboarded	18-02-2021	VITMH12021
abhinaykadu123@gmail.com	Computer Science	Abhinay Kadoo	To Be Onboarded	18-02-2021	VITMH12021
abdulsalam.ansari@vsit.edu.in	Computer Science	Abdul Salam Ansari	To Be Onboarded	22-02-2021	VITMH12021
rajmishra1271@gmail.com	Computer Science	Raj Mishra	To Be Onboarded	22-02-2021	VITMH12021
shmbps1999@gmail.com	Advanced Math	Sagar Maharana	To Be Onboarded	14-04-2021	VITMH12021
amitmore1000@gmail.com	Computer Science	Amit More	To Be Onboarded	22-02-2021	VITMH12021
supritraut20@gmail.com	Computer Science	Suprit Raut	To Be Onboarded	22-02-2021	VITMH12021
tarunkumarbhati6@gmail.com	Computer Science	Tarun Kumar Bhati	To Be Onboarded	23-02-2021	VITMH12021
aishwaryapendurkar34@gmail.com	Computer Science	Aishwarya Pendurkar	To Be Onboarded	23-02-2021	VITMH12021
mahesh.boin@vsit.edu.in	Computer Science	Mahesh Boin	To Be Onboarded	24-02-2021	VITMH12021
ambresanskruiti23@gmail.com	Finance	Sanskruiti Ambre	To be Onboarded	25-02-2021	VITMH12021
ankit.prajapati26@gmail.com	Advanced Math	Shrvankumar Prajapati	To be Onboarded	14-04-2021	VITMH12021
snehamane004@gmail.com	Computer Science	Sneha Mane	Onboarded	12-02-2021	VITMH12021
sanjay.gera.41@gmail.com	Computer Science	Sanju Gera	Onboarded	12-02-2021	VITMH12021
mehulgupta813@gmail.com	Computer Science	Mehul Gupta	Onboarded	12-02-2021	VITMH12021
rishabhjain20156@gmail.com	Statistics	Rishabh jain	Onboarded	12-02-2021	VITMH12021
rehan.mukadam135@gmail.com	MATLAB	Rehan Mukadam	To be Onboarded	12-04-2021	VITMH12021
gulhanehetal35.g@gmail.com	Computer Science	Hetal Gulhane	Onboarded	12-02-2021	VITMH12021
shelkeankita90@gmail.com	Computer Science	Ankita Shelke	Onboarded	12-02-2021	VITMH12021

darpanbhaiya23@gmail.com	Electrical Engineering	Darpan Bhaiya	Onboarded	12-02-2021	VITMH12021
rasikahankare99@gmail.com	Computer Science	Rasika Hankare	Onboarded	12-02-2021	VITMH12021
bhushanghodke29@gmail.com	Computer Science	Bhushan Ghodke	Onboarded	12-02-2021	VITMH12021
falguniwaghela18@gmail.com	MATLAB	Falguni Waghela	To be Onboarded	12-04-2021	VITMH12021
harshaljain1999@gmail.com	Electrical Engineering	HARSHAL LAMBADE	Onboarded	12-02-2021	VITMH12021
kamblekadambari2000@gmail.com	Electrical Engineering	Kadambari Kamble	Onboarded	12-02-2021	VITMH12021
omeshwari.attarde@gmail.com	Computer Science	Omeshwari Attarde	Onboarded	12-02-2021	VITMH12021
shrutipardeshi92@gmail.com	MATLAB	SHRUTI PARDESHI	To be Onboarded	12-04-2021	VITMH12021
siddharthpadmanabhan99@gmail.com	Computer Science	Siddharth Padmanabhan	Onboarded	12-02-2021	VITMH12021
shruti.gonga@vit.edu.in	Electrical Engineering	Shruti Gonga	To be Onboarded	02-03-2021	VITMH12021
prasad.s.jagdale1@gmail.com	Electrical Engineering	Prasad Jagdale	To be Onboarded	04-03-2021	VITMH12021
dadya180698@gmail.com	Advanced Math	Devesh Bhangale	To be Onboarded	15-04-2021	VITMH12021
ankitk12029@gmail.com	Advanced Math	Ankit Katre	To be Onboarded	15-04-2021	VITMH12021
rg03021998@gmail.com	Advanced Math	Rohit Gupta	To be Onboarded	15-04-2021	VITMH12021
ps3444743@gmail.com	Advanced Math	Pooja Sharma	Rejected		vitmh12021

Kindly inform your students that, all the information related to onboarding will be mailed on student's registered email id. Also, our team will soon connect with them on their registered mobile number. They will be getting their login credentials of the Chegg Portal and then they can start working as per their convenience.

Kindly note, please coordinate internally as this list includes names of only those students who have used the referral code during the test. Students who have not used referral codes but have cleared everything must have also received selection emails. Request you to consider those students too. I won't be able to track those students who have not used referral codes, but we will consider them selected and emails will be sending emails directly to them. Kindly coordinate and send me the list of such students too so that I can use it for record.

Wishing all the students, All the Best for their new journey with Chegg!! See you Onboard!

Get...Set...Chegg!!

Prakriti Shrivastava | Campus Team

[M] 9560047051 [E] campusconnect@chegg.com

Chegg India Pvt. Ltd.


[Expert Testimonials](#) | [Chegg Inc.](#) | [Chegg India](#)

Fwd: Re: Virtual Internship Opportunity With ClearExam

Murali Anantha <murali.anantha@vsit.edu.in>

Wed 10/7/2020 9:55 PM

To: Spruha More <spruha.more@vsit.edu.in>; Vivek Gupta <vivek.gupta@vsit.edu.in>

 5 attachments (57 KB)

VSIT SELECTED Interns.xlsx; 8360FE6FD19440B9A73C07EA6EF07648.png.png;
0E3890DAEB3740C588A8E261AB21C633[764581].png.png; 6F9C05CBF7AE47F3B2C4AFC316A032D2[764582].png.png;
AAFF8CD9832441DFAA6FD21502B528E6.png.png;

Eight internships at ClearExam.

Sent from [BlueMail](#)

On 7 Oct 2020, at 21:19, HR ClearExam <hr.media@clearexam.ac.in
target=_blank>hr.media@clearexam.ac.in> wrote:

Dear Sir,
Kindly find the attachment of List of Final Selected Interns.
Thank you

On Mon, Sep 28, 2020 at 7:36 PM HR ClearExam <hr.media@clearexam.ac.in> wrote:

Sir,
Please inform your students that the selection process will be based on Google Form, which we will share with the students directly. After that, we will conduct an interview with the selected ones over Google Meet. Then, within two days i.e; by 30th evening we will share the list of final selected candidates.

Thank you, Vedant

On Mon, Sep 28, 2020 at 4:53 PM Murali Anantha <murali.anantha@vsit.edu.in> wrote:

PFA an excel file listing the students who have shown their interest in the internship along with the requested details.

Kindly let me know the next steps.

Regards,

Murali Anantha
Training and Placement Officer



Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

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From: HR ClearExam <hr.media@clearexam.ac.in>
Sent: Friday, September 25, 2020 3:37:40 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: avitanshi@clearexam.ac.in <avitanshi@clearexam.ac.in>; rajan@successmantra.com <rajan@successmantra.com>
Subject: Re: Virtual Internship Opportunity With ClearExam

Dear Sir,

As per your response, Yes the Internship Opportunity is open for both second year and final year students and for all the streams.

Thank you.

On Fri, Sep 25, 2020 at 3:09 PM Murali Anantha <murali.anantha@vsit.edu.in> wrote:

Dear Vedant,

Thanks for sharing this internship opportunity for our students with your esteemed organisation.

We are very keen for our students to pursue this internship.

Our college offers three year graduate programs in Science(IT), Commerce and Management and also masters program in science(IT) and commerce. I presume the internship is open to all the streams. Please confirm whether the internship is open to both final year and second year students. Based on this I can collect registrations from interested students and share the details.

Regards,

Murali Anantha
Training and Placement Officer

VSIT | Vidyalankar School of
Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

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From: [HR ClearExam](#)

Sent: 24 September 2020 19:32

Cc: avitanshi@clearexam.ac.in; rajan@successmantra.com

Subject: Virtual Internship Opportunity With ClearExam

Dear Sir/ Madam,

Greetings from Clear Exam!

Clear Exam is offering a Live Project/ UnPaid Virtual Internship (work from home) Program for various profiles which will help students in building their skills & knowledge. Kindly find below the Job Description of various profiles & feel free to reach out to us in case of any queries.

ABOUT US

ClearExam started (in 2011) its journey from the nascent stage and has grown to one of the most renowned institutions in the country today. We believe that no talent should go waste due to lack of resources and poor guidance.

We are a reputed EdTech Company based in Delhi with credible establishment since 2005 and proven track record of successful candidates selected in various competitions of IIT, JEE, Medical, CLAT.

For more information, kindly visit our websites;

www.clearexam.ac.in | www.clearitmedical.com | www.clearlawentrance.com

ABOUT THE INTERNSHIP/Live Project

Below are the different profiles:

1. CONTENT WRITER
2. VIDEO WRITER/EDITOR
3. GRAPHIC DESIGNER

The JD's for the following profiles are attached herewith.

Please note:

1. The date of joining would be immediate.
2. The mode of selection procedure would be conveyed later. It may be a telephonic interview or some task.
3. We are providing work from home internships for the profiles mentioned above. All profiles except Sales is unpaid
4. Please share an excel sheet of interested candidates including- Name, Contact no., Course, E-mail ID, Profile interested in, Date of Birth & Gender.

Regards,

Vedant Singhania

Human Resource Department

ClearExam

The logo for Clear Exam, featuring a blue rectangular background with a white circular icon containing a stylized 'C' and the text 'CLEAR EXAM' in white capital letters to its right.

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Regards,
Vedant Singhania

Human Resource Department
ClearExam

 CLEAR EXAM

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--

Regards,
Vedant Singhania
Human Resource Department
ClearExam

 CLEAR EXAM

--

Regards,
Vedant Singhania
Human Resource Department
ClearExam

 CLEAR EXAM

Name	Mobile	Course	Area of internship
Jigisha Barot	7021718323	BAF	Content Writer
Nida Shaikh	7506708843	BBI	Video Writer / Editor
Sandhya Gupta	8433892062	BBI	Content Writer
Soundarya Gundl	8850498519	BAF	Graphic Designer
Jay Chavan	9137178102	BSc IT	Graphic Designer
Nadim Shaikh	9167111267	BAF	Video Writer / Editor
Rishabh Mishra	7666543575	BSc IT	Content Writer
Rushikesh Toras	9920833781	BSc IT	Content Writer

Connected Enterprises

Address: 277/6, Bhaveshwar Villa, Sion East, Mumbai: 400022

Email: mehta.chaitanya@gmail.com| Mobile: 9820980394

EXPERIENCE LETTER

Date: 03/06/2021

This is to certify that **Sahil Ghalla** has done his internship at Connected Enterprises as a Marketing Intern from 1st May 2021 to 1st June 2021.

He was involved in assisting the marketing department with promotional campaigns. He also aided with overall management of marketing operations.

During the period of his internship program with us, he was exposed to different processes and we found him to be diligent, hardworking and inquisitive.

We wish him every success in his life and career.

Regards,

Chaitanya Mehta

Chaitanya Mehta
Proprietor, Connected Enterprises

From: Internshala University Relations
Sent: 11 January 2021 11:13
To: Murali Anantha
Subject: Internship Selection Update | 13 Student(s) Hired From Your College Last Week

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Saad Haque	saadhq72@gmail.com	2021	Creative Mediapulse Technologies Private Limited (CMPTL)	INR 3000 /month
Mohit Chandorkar	mohitchandorkar841@gmail.com	2022	Dridhsankalp Foundation	Performance Based
Simran Sharma	simran.s.sharma00@gmail.com	2023	YourFirstAd	INR 5500-10000 /month

[Show all students*](#)

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE.

Internship Selection Update | 3 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 5/4/2020 11:06 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Sahil Patel	sahillovehater@gmail.com	2020	The Storii	INR 2000 /month + Incentives
Sahil Patel	sahillovehater@gmail.com	2020	The Storii	INR 2000 /month + Incentives
Swarangi Joshi	swarangi.j@gmail.com	2022	Cuir Fashion	INR 2500 /month + Incentives

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE



Regn. No. PSA/REG/KNL/LI-KNL-1/0063325

WWW.CYBERFRAT.COM

contact@cyberfrat.com

+91-89-2700-2700

31st March 2021
Ref: CF/EMP/9044/1

Internship Letter

Dear Neha sanjay Ghadge,

We are pleased that you will be joining CyberFrat as a "Project Intern" starting from 1st April 2021 to 15th June 2021. You will be offered a stipend of Rs. 5,000/- lump-sum (Five thousand rupees only) at the end of internship period. During your internship tenure, you will be reporting to Director, CyberFrat. Your working hours will be flexible with expectations of a minimum of 20 hrs per week contribution toward CyberFrat and availability during team connects.

This letter is not a contract indicating employment terms or duration. the organisation is free to terminate internship at any time with a week's advanced notice, if performance not found adequate.

During your tenure with the Company and at all times thereafter, you undertake and confirm that all Confidential Information (as defined hereinafter) disclosed to you and/or to which you have gained access to, during your tenure, and/or any materials, data or information developed by you, shall be maintained as strictly confidential; and shall not be used, reproduced, disclosed and/or made available to any other party without the prior written approval of the Company (which the Company shall be under no obligation to grant).

Representations, Guidelines & Undertaking :

- i. You are under no contractual or other restriction or obligation which is inconsistent with the execution of internship Offer Letter and the performance of your duties during your tenure;
- ii. Any information and documents provided by you in any application forms, emails, interviews etc. are true, complete and that nothing material has been concealed.
- iii. You will protect and preserve all Company property, materials and equipment and to utilize the same with due care and prudence only for the official performance;
- iv. You shall not arrange and/or facilitate any business transactions between the Company and any other entity and/or between the Company and any of your immediate family members and relatives;
- v. To adhere to ethical practices while performing your obligations or exercising your rights etc;
- vi. That you shall not be entitled to any Medical Insurance, PF, gratuity, bonus or any other monetary benefits except mentioned in your offer.


Yours Sincerely,

Pardeep Kumar

CyberFrat  CYBERFRAT

Please confirm your acceptance of this offer by signing below and confirming, you had not been convicted of or was placed in a pre-trial diversion program for any crime.


Neha Sanjay Ghadge

MUMBAI
01/04/2021

Internship Selection Update | 3 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 8/3/2020 11:06 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Dhruv Murarka	dhruvmurarka625@gmail.com	NA	Witing World	INR 1000 /week
Michelle Fernandes	michferns1969@gmail.com	2021	Digital Investo	INR 1000 /month
Darshit Suthar	darsh4449@gmail.com	2021	Massiv Elements	INR 5000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE

Letter of Appointment

Date: 14th September 2020

To,
Sanjana Pawar
3/A, 58/f, Municipal Chawl,
GD Ambekar Road,
Opp Sun Tower Parel,
Bhoiwada Mumbai 400012

Dear Sanjana,

Appointment as Human Resource Executive

With reference to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from, 15th September 2020 under the following terms and conditions:

1. DATE OF JOINING

Your date of joining be 15th September 2020

2. SALARY

Your fixed compensation will be INR 4000 (Refer to annexure 1 for details).

3. WORKING HOURS

Your working hours will be as follows:

Monday- Saturday: 10:00am-6:30pm

4. LEAVE OF ABSENCE

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance.

5. PAID LEAVE

5.1 MONTHLY LEAVE

The monthly leave will be:

- a. 1 paid leave every month

No leave will be granted immediately before/after Public Holidays.

5.2 MARRIAGE LEAVE

Permanent employees are entitled to 2 days' Marriage Leave.

5.3 COMPASSIONATE LEAVE

Permanent employees are entitled to:-

- a) 3 days - death of spouse, child or parent
- b) 1 day - death of parent-in-law, brother, sister or grandparent

6. CONFIDENTIALITY

You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

7. RESIGNATION/TERMINATION

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:-

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon the termination of her/his employment of any cause or by any means whatsoever the employee shall not for a period of 12 months thereafter undertake or carry on either alone or in partnership not be employed or interested directly or indirectly in any capacity whatever in the business of education counsellor within Mumbai and shall not during the lieu period and within the same area either personally or by her/his agent or by letters, circulars or advertisements whether on her/his own behalf or on behalf of any other person, firm or company canvass or solicit orders from or in any way interfere with any person(s), company who shall at any time during the continuance of the employee's employment thereunder have been a customer or customers of the company its associates not use or disclose any information convening the company's or its associates' business or affairs or any customer of the company of its associates which may have been acquired by her/him in the course of or as incident to her/his employment hereunder for her/his own benefit or to the detriment or intended or probable detriment of the company or its associates.

Resignation:

Compulsory one month notice to be provided before resignation. Failing which, we will not be liable to pay you your salary.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Yours sincerely,

Shifa Shaikh

Human Resource Manager

Acceptance:-

Name:

Date:

Signature:

ANNEXURE 1

Sr. No	Components	Annual (INR)	Monthly (INR)
1.0	Basic Pay	48000	4000
2.0	Flexi - Choice Pay		
2.1	House Rent Allowance		
3.1	Special Allowance		
2.3	Telephone Allowance		
2.5	Travel Allowance		
2.6	Gift Voucher	-	-
2.7	Leave Travel Allowance	1800	150
3.0	Total:	49800	4150

ELOQUENT INFO SOLUTIONS PRIVATE LIMITED

CIN: U74120MH2015PTC266883
Reg. Office: B-1606, Ashok Towers B, Ambedkar Road, Parel, Mumbai 400012
Corp. Office: 1st Floor, 375, Hello World, 5th Main, 6th Sector, HSR Layout, Bengaluru, Karnataka- 560102
Website: www.workindia.in | Email id: support@workindia.in



27th May '2021

Ashitosh Kamble

Bangalore

Dear Ashitosh Kamble,

With reference to your application and subsequent interview with us, we are pleased to welcome you to WorkIndia for the position of "Human Resources Intern (Remote)".

Your 3 months internship date of joining is 13th May 2021.

You will be paid Rs.250 on every onboarding

Stipend shall be disbursed in accordance with the prevailing remuneration plans of the Company.

The terms and conditions of your employment will be governed by the Company Core Values & Accepted Policies. At the end of the internship tenure, a decision will be made whether or not to convert the internship to a full time opportunity - based on your performance and the company's preferences. Kindly note that the LOR and Internship certificate will be provided only on successful completion of the internship. This offer of employment with WorkIndia is subject to the successful verification of information provided by you.

By accepting this offer you are also confirming 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

ELOQUENT INFO SOLUTIONS PRIVATE LIMITED

CIN: U74120MH2015PTC266883
Reg. Office: B-1606, Ashok Towers B, Ambedkar Road, Parel, Mumbai 400012
Corp. Office: 1st Floor, 375, Hello World, 5th Main, 6th Sector, HSR Layout, Bengaluru, Karnataka- 560102
Website: www.workindia.in | Email id: support@workindia.in



3. WorkIndia is not liable for any past dues owed by you as part of termination of any previous employment.

If terms and conditions enumerated in this letter are acceptable to you, please sign and return to the undersigned a duplicate copy of this letter signifying your acceptance.

With best wishes,

Moiz Arsiwala

Co-Founder





Internship Certificate

Date: 25/02/2021

This is to certify that **Anagha Rajendra Sarvankar**, student of **Vidyalankar School of information technology (VSIT)**, has successfully completed her Equity Research Internship with **Finoability** during the period 23rd January 2021 – 22nd February 2021.

During the Internship, she actively managed all the activities and worked dedicatedly on the task provided by the company.

During her tenure, she has shown great amount of responsibility, sincerity, and a genuine willingness to learn. Her efforts were result oriented. She is sociable and works well individually as well as in teams.

We wish her all the very best for all her future endeavors.

Regards,

Piyush Agarwal

Director

Finoability Pvt. Ltd.



Internship Offer Letter

Date: 23/01/2021

Dear Siddhesh,

Congratulations!! We are pleased to offer you an Internship at Finoability in the Equity Research team. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable and learning packed experience at Finoability.

Internship Type: Work from home

Internship Period: 16/01/2021 – 15/02/2021

Internship Certificate, Letter of Recommendation and Stipend (solely based on your performance) will be awarded to you after the completion of your internship.

We are very excited about the prospect of you joining our team.

Welcome to Finoability!!

With best wishes,

Piyush Agarwal

Director

Finoability Pvt. Ltd.

Internship Letter

3rd February 2021

3A/58/F, Municipal Chawl,
G D Ambedkar Road,
Opposite Sun Tower, Parel Bhaiwada,
Mumbai, Parel, Mumbai City,
Maharashtra- 400012

Dear Ms. Sanjana Sanjay Pawar,

The management takes pleasure in appointing you at designation of “**Intern- Recruitment**” under the work from home arrangement with your base location being **Mumbai** with effect on **8th February, 2021** on the following terms and conditions:

You will appreciate that your job role will grow and enlarge in tune with the future requirements of the Company, and therefore, your position description may be revised in the wider organizational context in course of time.

DURATION: It will be for 2 Month, which might get extended if needed.

BENEFITS: You will receive a gross CTC of Rs 5,000/- per month during your stint.

The company considers its human resources as one of its major assets and, in view of the ambitious growth plans of the organization, we very much expect you to grow with the growth of the Organization by producing most optimum results in agreement with your superior. At the same time, you would assist in the best way possible in training and developing the other members of your team to equip them to face the challenges of the future.

You will appreciate that, as a professional, you have to devote yourself to the Company on a full time employment basis and, as such your hours of work would depend upon the requirements of the Organization. To enable you to give your best, you will not undertake and participate, directly or indirectly in any activity which may come in the way of effective discharge of your duties, without consent in writing from the Management.

We would like you to discharge utmost loyalty in this context, you will not give out or divulge to any person/firm by word of mouth or otherwise, any secret or confidential information of the Company, technical know-how, process and business plans which you may come to know and acquire during the course of your employment with us.

Any product or service, the development or conceptualization of which you work on during your period of service shall remain the Intellectual Property of the company.

The services of an Intern are liable to be terminated by 1 week written notice.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us shall be long, pleasant and one of mutual benefit.

Yours Sincerely,

For FLIPSPACES TECHNOLOGY LABS PVT. LTD.

Read understood and accepted.

Ms. Sanjana Sanjay Pawar



VNF IDEAS PRIVATE LIMITED

49 Kailash Industrial Estate,

E-Wing Parksite,

Vikhroli (West),

Mumbai-400 086

CIN: U15130MH2018PTC307323

March 24, 2022

Ms Shreya Shinde

Sub: Internship Offer Letter

Dear Shreya,

Further to the interview you had with us, we are pleased to appoint you to an Internship as an **Account Intern** in the **Account Department** in VNF Ideas Private Limited. The terms and conditions governing your training are given below:-

1. You will be on Internship for a period of **06 months**.
2. Consolidated Stipend: A sum of **Rs. 17,000/- (Rupees Seventeen Thousand only) per month** will be paid to you as a stipend.
3. Your appointment is with effect **from 28th March 2022 to 28th September 2022**.
4. Notice period during training: The Company reserves the right to terminate services of trainees on grounds of misconduct or violation of any rules and regulations Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.
5. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

With Best Wishes!

For VnF Ideas Private Limited

Richa Kaur
Head HR



VNF IDEAS PRIVATE LIMITED

49 Kailash Industrial Estate,
E-Wing Parksite,
Vikhroli (West),
Mumbai-400 086
CIN: U15130MH2018PTC307323

I have read and understood the above terms and conditions of the contract and hereby accept the same without any reservations.

_____ **Signature**

Name:

Date:



VNF IDEAS PRIVATE LIMITED

49 Kailash Industrial Estate,

E-Wing Parksite,

Vikhroli (West),

Mumbai-400 086

CIN: U15130MH2018PTC307323

March 24, 2022

Ms Zamin Afrose

Sub: Internship Offer Letter

Dear Zamin,

Further to the interview you had with us, we are pleased to appoint you to an Internship as an **Account Intern** in the **Account Department** in VNF Ideas Private Limited. The terms and conditions governing your training are given below:-

1. You will be on Internship for a period of **06 months**.
2. Consolidated Stipend: A sum of **Rs. 17,000/- (Rupees Seventeen Thousand only) per month** will be paid to you as a stipend.
3. Your appointment is with effect **from 28th March 2022 to 28th September 2022**.
4. Notice period during training: The Company reserves the right to terminate services of trainees on grounds of misconduct or violation of any rules and regulations Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.
5. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

With Best Wishes!

For VnF Ideas Private Limited

Richa Kaur
Head HR



VNF IDEAS PRIVATE LIMITED

49 Kailash Industrial Estate,
E-Wing Parksite,
Vikhroli (West),
Mumbai-400 086
CIN: U15130MH2018PTC307323

I have read and understood the above terms and conditions of the contract and hereby accept the same without any reservations.

_____ **Signature**

Name:

Date:



Certificate of Selection

Gargi Pawar

from **Vidyalankar Institute Of technology** has successfully secured **Human Resources (HR)** internship at **Hope Of People Everywhere** through Internshala.

Sarvesh Agrawal
Founder & CEO, Internshala

Date of certification: January 31, 2021

Certificate Number: 6D4A7F9C-4BDA-2749-5D9B-C00A1B04D851
For certificate authentication please visit https://internshala.com/verify_certificate



Corporate Office:No.8 ,Gejj Bessety Lane ,Bangalore ,India – 560053
Contact: info@ifortiscorporate.com | www.ifortiscorporate.com

TRAINEESHIP OFFER LETTER

4th May 2021

Dear Arshad mulla,

With reference to your application and subsequent discussions, we have pleasure in offering you traineeship in our organization as Ambassador

During this training probation period you are required to undertake all duties and activities as assigned to **Sneha Das** to whom you will be reporting

You'll be representing our organization and functioning based on our requirements. You'll be provided with number of opportunities to exhibit your leadership and managerial skills. At the end of the term, based on your performance you'll receive a certificate describing your achievements and active participation.

During the period of traineeship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. Your appointment will be governed by the terms and conditions presented in the **Agreement**.

Best Regards,

Corporate-HR,
info@ifortiscorporate.com



Corporate Office:No.8, Gejj Bessety Lane, Bangalore, India – 560053
Contact: info@ifortiscorporate.com | www.ifortiscorporate.com

18-06-2021

To Whom It May Concern

Sub: Internship Completion Letter

We state on record that **Neha ghanta** has successfully completed internship as a Corporate Ambassador during the below mentioned period.

Start Date: 04-05-2021

End Date: 15-06-2021

Corporate Reference ID: IC20208249

During the Internship period, the candidate was exposed to various activities in Branding, Marketing and Sales and worked as a part of our mission program “Step Ahead – India’s First and Largest Virtual School Fiesta”.

Neha ghanta demonstrated good marketing skills and managed to complete all the assigned tasks as instructed. We found in the candidate, a self-motivated attitude to learn new things.

It was a pleasure having **Neha ghanta** with us in this short period. We wish the candidate all the best for future endeavors.

Best Regards,

Corporate-HR



Corporate Office: No.8, Gejj Bessety Lane, Bangalore, India – 560053
Contact: info@ifortiscorporate.com | www.ifortiscorporate.com

TRAINEESHIP OFFER LETTER

4th May 2021

Dear Om,

With reference to your application and subsequent discussions, we have pleasure in offering you traineeship in our organization as Ambassador

During this training probation period you are required to undertake all duties and activities as assigned to

Sneha Das to whom you will be reporting

You'll be representing our organization and functioning based on our requirements. You'll be provided with number of opportunities to exhibit your leadership and managerial skills. At the end of the term, based on your performance you'll receive a certificate describing your achievements and active participation.

During the period of traineeship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. Your appointment will be governed by the terms and conditions presented in the **Agreement**.

Best Regards,

Corporate-HR,
info@ifortiscorporate.com



Corporate Office: No.8, Gejj Bessety Lane, Bangalore, India – 560053
Contact: info@ifortiscorporate.com | www.ifortiscorporate.com

Re: HR-Trainee Agreement

As discussed, we look forward to retaining you as a trainee of IFORTIS CORPORATE., ("IFORTIS CORPORATE" or the "Company"), to provide certain services to IFORTIS CORPORATE pursuant to the terms of this letter agreement (this "Agreement"). For good and valuable consideration and the terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged, you and IFORTIS CORPORATE hereby agree as follows:

1. Services, Term and Compensation.

a) **Services.** You agree to render certain services to IFORTIS CORPORATE as specified herein (collectively, the "Services") during the term of this Agreement. The Services will include:

(i) Generating publicity and interest for IFORTIS CORPORATE on Facebook, Instagram and website and (collectively, "Social Media Accounts"), or such other Social Media Accounts as may be agreed to in writing by you and IFORTIS CORPORATE; and (ii) Performing such other duties as may be mutually agreed upon in writing by you and IFORTIS CORPORATE. The manner and means by which you choose to perform the Services shall be in your discretion and control. In performing the Services, you agree to exercise the highest degree of professionalism and shall take no action that would be reasonably expected to adversely affect the reputation, trademarks or service-marks of IFORTIS CORPORATE, and shall utilize your independent judgment, expertise and creative talents. You agree not to delegate or sub-contract the performance of the Services to any other person or entity, unless expressly authorized by the Company in writing to do so. You agree not to enter into any contract or commitment or make any binding representations or warranties on behalf of the Company, or purport to have authority to do so, unless specifically authorized in writing by a duly authorized officer of the Company. In performing the Services, you shall use your own equipment and materials; provided, however, that from time to time, IFORTIS CORPORATE may make certain resources available to you as necessary for the performance of the Services.

b) **Term.** The term of this Agreement shall commence on the date listed at the top of this Agreement (titled, START DATE) and will continue for a period of 1 months (the "Training Period"). Either you or IFORTIS CORPORATE may terminate this Agreement at any time upon seven (7) working days' advance written notice to the other party, and to terminate the training Period immediately upon material breach of any obligations hereunder by the other party. The Company shall have no obligation to pay any further fees or amounts to you after the termination of the training Period, except fees (is applicable) for Services rendered through the date of such termination. This training Period can be extended based on your performance, the Company's plans and your interest in continuing your role. **If you leave the position before 1 months, you will be required to find a suitable replacement, as determined by the Company, to take your place. Without doing so, you will not be eligible to receive your Certificate of Internship/Participation/Excellence or Letter of Recommendation.**



Corporate Office: No.8, Gejj Bessety Lane, Bangalore, India – 560053
Contact: info@ifortiscorporate.com | www.ifortiscorporate.com

C) Independent Contractor Relationship. Both you and IFORTIS CORPORATE agree that your relationship with IFORTIS CORPORATE will be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship, or any relationship other than as an independent contractor. As such, you shall not be entitled to participate in any employee benefit plan or receive any benefit available to employees of the Company, including insurance, worker's compensation, retirement, paid time off and vacation benefits.

2. Proprietary Information Agreement; Confidentiality. Any content, idea, or process you create for IFORTIS CORPORATE which is solely or jointly conceived, made, reduced to practice, or learned by you in the course of any Services performed for the Company is considered the Company's work product ("Company Work Product"). You hereby assign to the Company all right, title, and interest in and to Company Work Product and all applicable intellectual property rights related to Company Work Product, including without limitation, copyrights, trademarks, trade secrets, patents, moral rights, contract, and licensing rights (the "Proprietary Rights"). In addition, you hereby agree that during the term of this Agreement and thereafter that you will take all steps reasonably necessary to hold the Company's Proprietary Information (defined below) in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining the Company's express written consent on a case-by case basis.

3. Assignment. This Agreement may not be assigned by you without IFORTIS CORPORATE's express written consent. Any attempted assignment in violation of this provision will be null and void.

4. Dispute Resolution. Any claim, dispute, or controversy of whatever nature arising out of or relating to this Agreement, including, without limitation, any action or claim based on contract (including any claims of breach), tort, or statute, or concerning the interpretation, effect, termination, validity, making, or performance of this Agreement, shall be resolved by final, binding, and confidential arbitration before a single arbitrator selected through the then existing rules and procedures as set by IFORTIS CORPORATE.



Corporate Office: No.8, Gejj Bessety Lane, Bangalore, India – 560053
Contact: info@ifortiscorporate.com | www.ifortiscorporate.com

5. Confidentiality. You agree to keep the terms of this Agreement strictly confidential, except for disclosure in confidence to your professional advisers under duty of confidentiality, and as may be required by applicable law.

6. Miscellaneous. This Agreement, together with Exhibit A, represents the entire agreement between the parties regarding the subject matter hereof, and supersedes any other agreement oral or written with respect to such subject matter. This Agreement may only be modified or amended by a written agreement signed by both parties. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, such determination shall not affect any other provision of this Agreement and the provision in question shall be modified so as to be rendered enforceable in a manner consistent with the intent of the parties insofar as possible under applicable law. This Agreement shall be construed and enforced in accordance with the laws without regard to conflicts of law principles. Any ambiguity in this Agreement shall not be construed against either party as the drafter. Any waiver of a breach of this Agreement, or rights hereunder, shall be in writing and shall not be deemed to be a waiver of any successive breach or rights hereunder.

We hope that your association with the Company will be successful and rewarding. If you wish to accept this Agreement under the terms described above, please sign and date it below and return a copy of the signed agreement to me. Please do not hesitate to contact us if you have any questions.

Understood and Accepted By:

Signature: 

Name: **Om Samant**

Date: **04 May 2021**

[THIS SECTION INTENTIONALLY LEFT BLANK. EXHIBIT A TO FOLLOW]

Re: Placements for Internship

Rashmi Pawar <rashmi@indiasmeforum.com>

Mon 9/6/2021 7:05 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Cc: Pranav Zunjarrao <pranav@indiasmeforum.com>; Spruha More <spruha.more@vsit.edu.in>; Kavitha Mohan <kavitha.mohan@vsit.edu.in>

Dear Murali,

This is to inform you that, based on the shortlisting process we had scheduled interviews for 9 candidates. Out of which only 4 candidates had come for the interview.

Please find the below mentioned names, who had come for the interview along with their remarks:

- 1) Ruchika Sakhle
- 2) Sejal Jadhav
- 3) Suchalata Soren
- 4) Zuber Langde

We have shortlisted Sejal Jadhav for the post of Research Intern.

Thank you for your cooperation and help

Thanks & Best Regards,

Rashmi Pawar

Assistant Manager- HR & Admin

India SME Forum

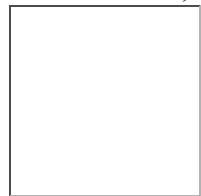
T : +91 22 4113 9999

M : +91 7710000959

E: rashmi@indiasmeforum.com

W: <https://www.indiasmeforum.org/>

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Andheri West, Mumbai 400053



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On Mon, Sep 6, 2021 at 11:59 AM Rashmi Pawar <rashmi@indiasmeforum.com> wrote:

Dear Murali,

Greetings for the day!

As per your trail mail, this is to inform you that all the candidates mentioned in the excel sheet have received calls. Some were looking for WFH, some were not comfortable in traveling, and the remaining were not interested in the mentioned job profile.

Shortlisting was done based on candidates comfortable traveling to the office, and flexible in calling clients.

Thanks & Best Regards,

Rashmi Pawar

Assistant Manager- HR & Admin

India SME Forum

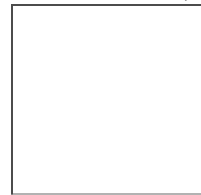
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On Sat, Sep 4, 2021 at 8:58 PM Murali Anantha <murali.anantha@vsit.edu.in> wrote:

Thanks Rashmi. Are the rest not being considered? Could you please help with the criteria for the shortlisting?

Regards,

Murali Anantha
Training and Placement Officer
9820440736

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

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From: [Rashmi Pawar](#)
Sent: 03 September 2021 19:35
To: [Murali Anantha](#)
Cc: [Pranav Zunjarrao](#); [Spruha More](#); [Kavitha Mohan](#)
Subject: Re: Placements for Internship

Dear Murali,

As per your trail mail, we have shortlisted the following candidates and scheduled their interviews for Monday i.e. 6th September 2021.

List of shortlisted candidates:

- 1) Anushka Bhosle
- 2) Chandrasai Subhash Bokka
- 3) Dhanalaxmi Sanku
- 4) Ruchika Sakhle
- 5) Sahil Rane
- 6) Sejal Jadhav
- 7) Suchalata Soren
- 8) Yash Chodankar
- 9) Zuber Langde

Thanks & Best Regards,

Rashmi Pawar

Assistant Manager- HR & Admin

India SME Forum

T : +91 22 4113 9999

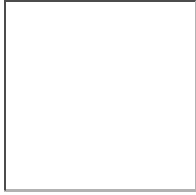
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On Fri, Sep 3, 2021 at 11:24 AM Rashmi Pawar <rashmi@indiasmeforum.com> wrote:

Dear Murali,

Good Morning!

Thank you for your response. We will update you about the further process to the earliest.

Thanks & Best Regards,

Rashmi Pawar

Assistant Manager- HR & Admin

India SME Forum

T : +91 22 4113 9999

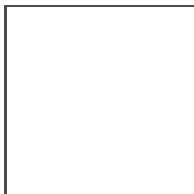
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On Thu, Sep 2, 2021 at 8:44 PM Murali Anantha <murali.anantha@vsit.edu.in> wrote:

Dear Rashmi,

Am sharing the details of the students who have registered for this opportunity along with their resumes.

Do let us know the next steps.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

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From: [Rashmi Pawar](#)
Sent: 02 September 2021 18:38
To: [Murali Anantha](#)
Cc: [Pranav Zunjarrao](#); [Spruha More](#); [Kavitha Mohan](#)
Subject: Re: Placements for Internship

Dear Murali,

As per your trail mail, awaiting your response.

Kindly let us know to the earliest, as we need to close this position by tomorrow.

Thanks & Best Regards,

Rashmi Pawar

Assistant Manager- HR & Admin

India SME Forum

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M : +91 7710000959

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W: <https://www.indiasmeforum.org/>

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incomplete, or contain viruses.

On Tue, Aug 31, 2021 at 6:45 PM Murali Anantha <murali.anantha@vsit.edu.in> wrote:

Thanks Rashmi.

As discussed, I have floated this internship opportunity to our 2021 YoP students, as this is a full time internship. Will share the details of the students who register on 2nd Sep.

Have added Spruha and Kavitha in cc in this email. Kindly keep them both in the loop on further correspondence in this regard.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

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Vidyalankar College Marg
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From: [Rashmi Pawar](#)
Sent: 31 August 2021 17:42

To: [Murali Anantha](#)
Cc: [Pranav Zunjarrao](#)
Subject: Re: Placements for Internship

Dear Murali,

Thank you for your response.

As per your trail mail, we are looking for candidates from SY & TY with good communication skills.

Also, find the below-attached JD for the job role of Researcher Intern

About the internship

Selected intern's day-to-day responsibilities include:

1. Calling clients and setting up meetings with them
2. Conducting interviews and recording responses as instructed
3. Gathering records and encoding information from a survey

Only those candidates can apply who:

1. are available for full time (in-office) internship
2. are available for a duration of 5 months
3. are from Mumbai and neighboring cities
4. have relevant skills and interests

Other requirements

1. Must have good verbal communication skills
2. Should be comfortable with Microsoft Office
3. Must have good interpersonal, writing, and research skills

4. Candidates having prior experience as a telecaller or in a similar would be preferred

Benefits:

1. Offer of employment for exceptional candidates
2. Letter of appreciation
3. Guidance and mentorship under research experts

Kindly feel free to contact me on 7710000959 for any queries.

Thanks & Best Regards,

Rashmi Pawar

Assistant Manager- HR & Admin

India SME Forum

T : +91 22 4113 9999

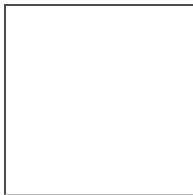
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On Tue, Aug 31, 2021 at 5:19 PM Murali Anantha <murali.anantha@vsit.edu.in> wrote:

Thanks for your email Rashmi.

Could you please help me with the following:

1. Are you looking for students from a specific stream? Which year – SY/TY?
2. Could you share a detailed JD for the researcher intern role?

You may reach me on my mobile: 9820440736. I tried calling you, but your phone was busy.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
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From: [Rashmi Pawar](#)
Sent: 31 August 2021 15:25
To: [Murali Anantha](#)
Cc: [Pranav Zunjarrao](#)
Subject: Re: Placements for Internship

Dear Murali,

Greetings for the day!

Hope this mail finds you well.

I am an Alumni of Vidyalankar School of Information Technology and currently working with India SME Forum as HR head. We have openings for interns, for which I need your help. The job role is for a Researcher Intern, with a duration of 5 months.

And also kindly note that the candidates will be able to earn between INR 50,000-70,000/- in the span of 5 months.

I tried calling you on the number mentioned, but couldn't reach you. Kindly share your mobile number so that I can brief you about the job description.

Thanks & Best Regards,

Rashmi Pawar

Assistant Manager- HR & Admin

India SME Forum

T : +91 22 4113 9999

M : +91 7710000959

E: rashmi@indiasmeforum.com

W: <https://www.indiasmeforum.org/>

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On Tue, Aug 31, 2021 at 1:58 PM Pranav Zunjarrao <pranav@indiasmeforum.com> wrote:

Dear Murali,

We are looking out Interns, Joining on an immediate basis (duration of the project - 4 -5 months), Can you help us with the same.

Rashmi (HR Head) will coordinate with you for the same.

Mobile - 7710000959

@Rashmi - Please contact Murali Anantha on Tel No. : 022 2416 1126 ext 3103

Thanks & Best Regards,
PRANAV ZUNJARAO

**HEAD - ISF CHAPTERS, NETWORKS, SPECIAL INITIATIVES & EXPORTS - INDIA
SME FORUM**

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New Delhi Corporate Office :DD30, Nehru Enclave, Kalkaji, New Delhi 110019, India



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| | Thank you.



No.59, Jai Bajrang Bali Niwas,
Opp. Kalpak Estate, Kane Nagar, Sector 5,
Antophill Sion Koliwada, Mumbai - 400 037.
Mob.: +91 9821072848
Email: intergrowexim05@gmail.com

Date : February 05. 02. 2021

TO WHOM SOEVER IT MAY CONCERN

It is our pleasure to write on behalf of **Ms. RITHIKA PENTAYYA BOGA** who had been working with INTERGROW EXIM in the capacity of " Account Assistant" for the period from 10.12.2020 to 15.01.2021.

During her service she has been found sincere, reliable and open to challenges. She has a genial temperament and can efficiently work in a team. All of our staff members are pleased with her and feels comfortable in teaming and coordinating with her.

She is leaving her job only on her own decision and for attempting opportunities with a better profile.

We wish all the best in her future endeavor.

Sincerely,

For INTERGROW EXIM

Authorized Signatory





INTERNATIONAL MODEL UNITED NATIONS

WHERE YOUR VOICE MATTERS!

E-73 Sector 50, Gautam Budh Nagar, Noida, India - 201301

Website: www.internationalmun.org Email: info@internationalmun.org

Subject: International Model United Nations (IMUN) Internship Offer Letter

Dear **Arshad mulla**

I am delighted & excited to welcome you at International MUN team as a Campus Ambassador Intern. At International MUN, we believe that our team is our biggest strength and we take pride in recruiting ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful work experience with International Model United Nations.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us.

Please do not hesitate to email us for any information you may need.

Congratulations!

Sincerely,

Mohneesh Bhardwaj
Executive Chairman
www.internationalmun.org



From: Internshala University Relations
Sent: 08 February 2021 11:14
To: Murali Anantha
Subject: Internship Selection Update | 10 Student(s) Hired From Your College Last Week

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
ANIRUDDHA VAZE	vazeaniruddha@gmail.com	2018	CaseReads	INR 7500 /month
Yash Mali	yashmali253@gmail.com	2022	IVentors Initiatives	INR 10000 lump sum
Yash Juikar	yashjuikar28@gmail.com	2020	International Model United Nations	Performance Based

[Show all students*](#)

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE

From: Internshala University Relations
Sent: 08 February 2021 11:14
To: Murali Anantha
Subject: Internship Selection Update | 10 Student(s) Hired From Your College Last Week

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
ANIRUDDHA VAZE	vazeaniruddha@gmail.com	2018	CaseReads	INR 7500 /month
Yash Mali	yashmali253@gmail.com	2022	IVentors Initiatives	INR 10000 lump sum
Yash Juikar	yashjuikar28@gmail.com	2020	International Model United Nations	Performance Based

[Show all students*](#)

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE

Internship Selection Update | 17 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 12/21/2020 11:12 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Zainab Kanchwala	kanchwalazainab118@gmail.com	2022	Leads Flick	INR 1000 lump sum + Incentives
Saddam Shaikh	saddamshaikh4570@gmail.com	2019	GRIP At The Sparks Foundation	Performance Based
Omkar Gangan	omkargangan10@gmail.com	2019	GRIP At The Sparks Foundation	Performance Based

[Show all students*](#)

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,

Samay Bhatnagar

Manager - University Relations

Phone - +91 - 89292 94027

[Internshala](#) - internship partner of AICTE



CERTIFICATE OF APPRECIATION

Our congratulations to

Sanjana Pawar

Leads Flick Human Resource Internship

in recognition of outstanding contribution made during Leads Flick Program between 8th August 2020 and 8th Oct 2020.

Vishal Singh

VISHAL SINGH

CEO & Founder,
Leads Flick



Diksha Gupta

DIKSHA GUPTA

COO,
Leads Flick

Certificate No: - VI2009011022





OFFER LETTER

FINANCE

Dear Swarali Sawant ,

Learnovate is pleased to offer you an internship opportunity as a **Finance Intern**. At Learnovate, we believe that our teams are our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with Learnovate.

Date of Joining: 02/08/2021

Your day-to-day responsibility Includes:

- To identify the other website or company in the Business of education.
- To collect their account information to know the turnover of the company.
- To search the total market share to know how much approximate business (in terms of value) are done in a country like India.
- To collect information about the global market.
- To collect the information about how much a customer can pay for a specific company product.
- To compare the rate from other companies that give help to compete in the market.
- To find the quotation of advertisements on different social media platforms.
- Try to study and analyze various companies' balance sheets, is it going to help the company?
- Stay updated with the current market conditions for the overall market.
- Collect information about government policies about such kinds of online tools of business.

You will be entitled to the following benefits:

- Certificate of Internship
- Letter of Recommendation (Performance Based)
- LinkedIn Recommendation (Performance Based)
- Employee of the week Certificate
- Flexible working hour (1 to 2 hours/ day)
- Weekly Webinars with Certificate
- Daily quiz competition

Best of Luck!!

Ravi Singh
Founder



01 August 2021

Address :

Learnovate Ecommerce Office , Near Chinchwad railway station ,
Chinchwad , Pune , Maharashtra , India

Contact no. +91 7972 5926 55

Email : learnovate04@gmail.com / Website : www.learnovateecommerce.com

Internship Selection Update | 3 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 8/3/2020 11:06 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Dhruv Murarka	dhruvmurarka625@gmail.com	NA	Witing World	INR 1000 /week
Michelle Fernandes	michferns1969@gmail.com	2021	Digital Investo	INR 1000 /month
Darshit Suthar	darsh4449@gmail.com	2021	Massiv Elements	INR 5000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE

Internship offer with MetaboliX



Date: - March 18th, 2021

Riddhi Ware
Vidyalankar School of Information Technology

Dear Riddhi,

I am delighted & excited to welcome you to MetaboliX as an **Intern**. At MetaboliX, we believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with MetaboliX.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Juily Wagle

Founder & CEO

Internship offer with MetaboliX



Annexure A

You shall be governed by the following terms and condition of service during your internship with MetaboliX, and those may be amended from time to time.

1. You are being hired as a **Intern** and not a full time employee of the organisation
2. Your date of joining is 23-Mar-21 and the duration of the internship would be 2 months, which may be extended on mutual discussion. During this time, you are expected to devote your time and efforts solely to the internship.
3. All the work that you will produce at or in relation to MetaboliX, J&W Fitness and Nutrition, Juily Wagle or any other company / individual / work associated with Juily Wagle will be the intellectual property of Juily Wagle. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval from us.
4. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. We operate on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all work/data stored on your Personal Computer to us and delete the same from your machine.

Internship offer with MetaboliX



5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company / Individual of an extent estimated by the Company / Individual
6. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
7. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
8. MetaboliX is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
9. You will be provided Rs. 5,000/- per month as stipend. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis on prior approval.

Internship offer with MetaboliX



I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name:

Climber knowledge and careers Pvt Ltd.
3rd floor, Classic Arena, AECS Layout,
Singasandra, Bengaluru, Karnataka 560068

Date: 13.08.2021

Dear Harshita,

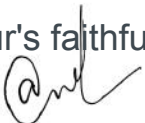
We are glad to inform you that you have been selected as a Campus Ambassador for Vidyalankar School of Information Technology. We are impressed by your passion and commitment, and are excited to see you work with us. Your internship begins today 13.08.2021. The minimum duration for this job role is one month, and your first month will end on 13.09.2021.

Throughout this period, you will be in touch with Ali Hasnain, an Operations Executive who will help you get an understanding of the job role and assist you with your responsibilities. They will also help you with any issues or problems you're facing, and will train you in a few required skills.

You will be required to give in around 2-3 hours of work on a daily basis, from Monday to Saturday, and any leave you take must be communicated with your in-charge. This is a paid internship, where your stipend will be based on your performance, strictly. The details and structure of the stipend system are mentioned in the attached sheet. Post your internship, you will receive a Certificate of Completion, and depending on your achievements, you might receive a Letter of Endorsement.

This role is currently WFH (work from home), but with due changes in the current pandemic situation, i.e. if your school/college reopens, you will be expected to continue on the learning path and create new strategies to make the best of the situation. That said, we welcome you into this position and wish you the best learning experience you can get. You have our entire support in your further growth and development.

Your's faithfully



Anush Ramachandran
(Operations and HR Manager)

Climber knowledge and careers Pvt Ltd.
578-577, NCR Arcade, Service Rd,
Santhosapuram, Koramangala,
Bengaluru, Karnataka 560034

Date: 30.06.2021

Dear Shraddha Pugaonkar,

We are glad to inform you that you have been selected as a Campus Ambassador for Vidyalankar institute of information and technology. We are impressed by your passion and commitment, and are excited to see you work with us. Your internship begins today 30.06.2021. The minimum duration for this job role is one month, and your first month will end on 30.07.2021.

Throughout this period, you will be in touch with Anirudh Shukla, an Operations Executive who will help you get an understanding of the job role and assist you with your responsibilities. They will also help you with any issues or problems you're facing, and will train you in a few required skills.

You will be required to give in around 2-3 hours of work on a daily basis, from Monday to Saturday, and any leave you take must be communicated with your in-charge. This is a paid internship, where your stipend will be based on your performance, strictly. The details and structure of the stipend system are mentioned in the attached sheet. Post your internship, you will receive a Certificate of Completion, and depending on your achievements, you might receive a Letter of Endorsement.

This role is currently WFH (work from home), but with due changes in the current pandemic situation, i.e. if your school/college reopens, you will be expected to continue on the learning path and create new strategies to make the best of the situation. That said, we welcome you into this position and wish you the best learning experience you can get. You have our entire support in your further growth and development.



Anush Ramachandran
(Operations and HR Manager)



Dear Jaideo,

We are pleased to offer you the position of **BRAND MANAGER** at NTL ventures. Please see Appendix1 (Terms and Conditions of Internship). Below for your reference.

Please indicate your acceptance of the position by signing this letter and returning it to Nandini Porwal of NTL Ventures.

Congratulations!

Best Wishes,

Nandini Porwal

Head of Human Resource Department

NTL VENTURES.

I Accept the DSR offer describes in this letter:

Signature: Jaideo S. Chatla

Name: Jaideo S. Chatla

Date: 01/04/2021

Place: Mumbai

APPENDIX 1 TERMS AND CONDITIONS OF INTERNSHIP

Your Employer:.....

Your employment began on 1 April 2021 and the following terms internship will end on 1 JUNE 2021

1. Employment Title: You will be employed by the company as a **BRAND MANAGER**.

2. What NTL VENTURES will offer: NTL VENTURES will make a significant investment in interest in your professional development informing of training; expose information and time dedicated by experts and senior management.

KRA (KEY PERFORMANCE INDICATOR)

Your day to day responsibilities will include the following :

1. Comfortable talking and dealing with customers and creating a positive impact in every interaction.
2. Excellent ability to convince prospects through calls and face-to-face interactions.
3. Identify and develop new lead generation source through insightful research
4. Lead Nurturing: Consistent email and call follow-up with prospects
5. Update and meticulously maintain the CRM database.
6. Building strong relationships with clients by managing sales channels through emails, calls, build databases.
7. Successfully hitting sales targets delegated by the upper hierarchy.

Whilst Your Services With The Company:

1. You Shall Not Divulge To Any Third Party Any Information Regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reason of your services with the company is deemed to be confidential and is bound by the employment and confidentiality agreement.
2. Upon separation from the company on account of resignation or termination, you need to immediately return to the company all the assets and property of the company including documents, files, books, papers, hardware in your possession or custody.

If you agree to the above, please sign and return a copy of this letter. By executing this letter, you are authorizing the company to conduct reference and background checks as may be deemed appropriate by the company.

We wish you all the success of NTL VENTURES.

**Regards,
For NTL VENTURES.**

I have read, understood, and agreed to the terms and conditions set forth in this appointment letter.

Signature: *Jaideo S. Chatla*
Name: Jaideo S. Chatla
Date: 01/04/2021

NTL Ventures

306, Princes' Business Skyline, AB Rd, Vijay Nagar, Indore, Madhya Pradesh, Work Box 3 floor.

Contact Us

+91 7415273692,
7415273693, 7489
info@ntlventures.



Dear Viraj,

We are pleased to offer you the position of **Brand Manager** at NTL ventures. Please see Appendix1 (Terms and Conditions of Internship). Below for your reference. Please indicate your acceptance of the position by signing this letter and returning it to _____ of NTL Ventures.

Congratulations!

**Best Wishes,
Nandini Porwal
Head of Human Resource Department
NTL VENTURES.**

I Accept the DSR offer describes in this letter:

Signature:

Name:

Date:

Place:

APPENDIX 1 TERMS AND CONDITIONS OF INTERNSHIP

Your Employer:.....

Your employment began on 25th March 2021 and the following terms internship will end on 25th May 2021

1. Employment Title: You will be employed by the company as a **BRAND MANAGER.**

2. What NTL VENTURES will offer: NTL VENTURES will make a significant investment in interest in your professional development informing of training; expose information and time dedicated by experts and senior management.

KRA (KEY PERFORMANCE INDICATOR)

Your day to day responsibilities will include the following :

1. Comfortable talking and dealing with customers and creating a positive impact in every interaction.
2. Excellent ability to convince prospects through calls and face-to-face (virtual) interactions.
3. Identify and develop new lead generation sources through insightful research
4. Lead Nurturing: Consistent email and call follow-up with prospects
5. Update and meticulously maintain the CRM database and google spreadsheets.
6. Building strong relationships with clients by managing sales channels through emails, calls, building databases.
7. Successfully hitting targets delegated by the upper hierarchy.



Address: B-303, Shyam Luxury, Near Aagam Arcade, Vesu, Surat – 395007 Ph: 78740444990
CIN: U72100GJ2016PLC094859E-Mail ID: contact@paramhansltd.comGSTN:24AAICP9099H1ZU

Internship Offer with Paramhans Infotec Limited

Date : 28/09/2020

Dear Anagha sarvankar

I am delighted & excited to welcome you to PARAMHANS INFOTEC LIMITED as a **Data entry Intern**. At PARAMHANS INFOTEC LIMITED, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with PARAMHANS INFOTEC LIMITED.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Rajan M. Nandwani

Managing Director



Internship Call Letter Inbox



Prime Crew 1 Apr
to me ▾



Dear Malvika,

We would like to congratulate you on being selected for the HR Internship Position[WFH] with PrimeCrew Services Private Limited effective from 05/04/21. Our Crew is excited to welcome you for joining our team!

As discussed during your Interview process you will be expected you work on below HR Activities:

- **End to End Recruitment Process**
- **Training and Development**
- **Staffing Solutions**
- **Payroll Management**
- **Statutory Compliance**

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Perks:

Stipend: 2500/pm

Certificate

Letter of Recommendation

EXPERIENCE LETTER

Date: 13/07/2021

This is to certify that **Ms. Gupta kumari Muskan Sunil Kumar D/O Mr. Sunil kumar gupta** of **Vidyalankar school of information technology** worked as a **Marketing Intern** at **Protrainy** from **26/03/2021** to **05/07/2021** with our entire satisfaction.

During this tenure we found her a sincere, honest, hardworking and dedicated person with professional attitude and very good job knowledge. She is amiable in nature and character as well.

We have no objection to allow her in any better position and have no liabilities in our company.

We wish her every success in life and a very bright future.

Regards,



Mr. Biswajit Shaw
CEO
Protrainy Skilled Learning Pvt. Ltd.

Registered address - S. Nagar, Peripheri, Bhubaneswar, Odisha 751024

Contact – +91-8145571143

E-mail- contact@protrainy.com

www.protrainy.com

Recognized by



OFFER LETTER

24th March 2021

Viraj Shamsundar Dhakorkar
9623487680

Dear Viraj,

We are glad to extend the Offer of Internship under **Marketing** department at Protrainy. You shall be under probation for a period of ten days from the 25th March 2021, post which your tenure as an Intern shall commence in the organization.

This position makes you eligible for in-kind benefits and incentives on the basis of your performance during the tenure of your internship.

Your Reporting Lead/ Supervisor is Priyanka.

Your internship with the Company will be subject to strict adherence to the policies and procedures of the Company as per the enclosed Terms of Internship. This offer is subjected to background verification.

During your internship, you may have access to confidential or proprietary business information belonging to the Company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes.

In case, you want to leave the internship before 2 months, you will not be eligible for completion certificate.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your internship with the Company by giving 5-day notice to the Company and vice versa. In case you wish to discontinue your internship at any given time during the 2 months, you shall not be liable to receiving the benefits (monetary and in-kind) of the Internship. The final decision will be a sole discretion of the Company.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position no later than two business days within receiving the letter.

We hope that your association with the Company will be successful and rewarding. If you have any questions, please contact do not hesitate to contact your department lead or the HR team.

With Regards,



Biswajit Shaw,
CEO

I accept the aforesaid and attached terms & conditions in the mail and this offer of internship. I shall keep the contents of this document and company property confidential.

I will join on 25th March 2021.

Name: _____

Signature: _____

Date: _____



OFFER LETTER

Dated:

Dear, *Mithila Kambli*

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on

On the date of joining we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Core Java /Manual Testing, SQL, & General Aptitude.**
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

QSpiders Campus Connect Team.

Mb: 9513684738.

USN NO



9513311926

info@campus.qspiders.com

Corporate Office: # 50, 2nd Floor,
Brigade MLR Center,
Vani Vilas Road, Bengaluru, Karnataka 560004

RE: QSpiders:- Reporting Online

sujeet.k@qspiders.com <sujeet.k@qspiders.com>

Wed 5/26/2021 12:01 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Hello sir

CandidateName	MobileNumber	EmailID	Gender	10thaggregate	12thaggregate	Degree	DegreeStream
anushkabhosle	9137503760	anu7bhosle@gmail.com	Female	75.4	51.23	BSC	InformationTechnology
MithilaKambli	8291568185	kamblimithila20@gmail.com	Female		60	BSC	InformationTechnology
JaiKamath	8104629128	kamathjai@gmail.com	Male	87.6	62.92	BSC	InformationTechnology
AdityaDhangade	8850799704	adityadhangade187@gmail.com	Male	77.6	56	BSC	InformationTechnology
RitikVijan	8879924229	shivamvijan1999@gmail.com	Male	84.4	68	BSC	InformationTechnology
RohitMilindDhaneshwar	9930087856	rohitdhanesh@gmail.com	Male	76	54.92	BSC	InformationTechnology
AmishaYadav	9324238055	amishayadav5100@gmail.com	Female	83	83.85	BSC	InformationTechnology
KavitaJain	8433867579	kavijain1011@gmail.com	Female	72.3	85	BSC	InformationTechnology

Final selects from qspiders incubation

From: Murali Anantha <murali.anantha@vsit.edu.in>

Sent: 26 May 2021 11:58

To: sujeet.k@qspiders.com

Subject: Re: QSpiders:- Reporting Online

Thanks for email. Request you to please share the list of the selected candidates.

Regards,

Murali.

On 26 May 2021 11:00 am, sujeet.k@qspiders.com wrote:

Hello Sir/Mam

Please Update this to Selected Students From Qspiders

QSpider

Dear Students,

As you have been selected for Incubation (Free Training & placements) your online reporting is scheduled on **26th May at 2PM**

Join the reporting with below link <https://attendee.gotowebinar.com/register/6801162629732892175>

Note - Reporting online is mandatory

Download the application [gotowebinar](#) if you using your Mobile



Thanks & Regards,

Sujeet Kumar

Business Developer

QSpiders / JSpiders- A Unit of Test Yantra Software Solutions (I) Pvt Ltd

Contact Details:- +91 9663035838

E-Mail:- Sujeet.k@qspiders.com

www.qspiders.com | www.jspiders.com

Bengaluru | Mysore | Chennai | Hyderabad | Pune | Mumbai | Thane | Bhopal | Chandigarh |

Noida | Gurugram | Bhubaneswar | UK-London | US-California | Ireland |

DISCLAIMER:

This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

30th September 2020

Subject: Appointment letter for Summer Internship 2020

Dear Candidate,

On behalf of Smartsurance, I am pleased to offer summer internship to you. The purpose of this letter is to outline the terms for your employment subject to the terms of Company policies and other agreements.

Position : **Intern.**
Start Date : 05th October 2020
End Date : 05th December 2020
Stipend : Rs. 3,000/- p.m., on basis of primary capping of the targets achieved as assigned.
Your compensation will be paid after completion of your tenure.

Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Other Terms:

- Your employment with the company shall be on an at-will basis. In other words, you or the company may terminate employment at any time on basis of non-adherence to the work ethics and work compliances.
- The terms of employment outlined in this letter are subject to change at any time.
- Rewards and recognition will be awarded to the outstanding performers.

We are excited about the opportunity to work with you. Please confirm your acceptance of this offer of employment by reverting back to the same mail.

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

Yours sincerely,

For and on behalf of Smartsurance.



Ankita Nalawade
Investment Advisor



(रजि)

सवादिनी

SAWANDHINI TRUST

Date: Januray 21, 2021

Dear Trupti Jani,



We are pleased to confirm your acceptance for an internship with Sawandhini Trust. Your duties and assignment for this post will be market survey including door to door visit.

Your first day of work will be January 22, 2021.

We hope to have an amazing association with you during your tenure with us as an intern.

Regards.

Mr. Agasti Lawand,
Secretary,
Sawandhini Trust.



(रजि)

संवादिनी

SAWANDHINI TRUST

Date: Januray 21, 2021

Dear Vikil Parihar,



We are pleased to confirm your acceptance for an internship with Sawandhini Trust. Your duties and assignment for this post will be market survey including door to door visit.

Your first day of work will be Janurary 22, 2021.

We hope to have an amazing association with you during your tenure with us as an intern.

Regards.

Mr. Agasti Lawand,
Secretary,
Sawandhini Trust.



Scorpion Express Pvt.Ltd.

605/1, 6th Floor, K P Mall, Buddha Marg,
Patna-800-001, INDIA.

CIN No. U51109BB2000PTC012270

Date: - 22 Feb 2021

To,

**Vaishnavi Bingi
Mumbai**

To Whom It May Concerned

This is certify that **Ms. Vaishnavi Bingi** had worked with Scorpion Express Pvt Ltd as Trainee -
Accounts & Taxation from **20th January 2021 till 22nd February 2021.**

During her tenure we found her hardworking and sincere. She fulfilled all the work
responsibilities on time. We wish her good luck for her future endeavors.

For Scorpion Express Pvt. Ltd.

HR Department



Note: This is computer generated certificate, Signature is not required.

Head Office: 610, Shah & Nahar Industrial Estate,
r. E. Moses Road, Worli Mumbai, INDIA - 400 018.
91 22 2497 8815/16/17 | +91 22 2490 2850
fo@scorpiongroup.in

www.scorpiongroup.in

Internship Selection Update | 3 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 1/4/2021 11:13 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Rushikesh Indalkar	indalkarrushi@gmail.com	2021	Shine Projects	INR 5000 /month
Shaikh Gulzar	gulzarshaikh378@gmail.com	2017	Admatic Solutions	INR 9000-12000 /month
Ishant Pote	ishantpote@gmail.com	2018	SkillArena	INR 1000-4000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE

Internship Selection Update | 19 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 12/7/2020 11:07 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Ravi Choudhary	ravi782838@gmail.com	2019	ODeX India Solutions Private Limited	INR 8000-10000 /month
Priyanka Vishe	vishepriyanka0@gmail.com	2023	MandatoryTrendz.com	INR 10000 lump sum
Jitu More	jitumore9833@gmail.com	2022	TalentServe India	INR 2000-5000 /month
Abhishek Shinde	shindeabs10@gmail.com	2021	TalentServe India	INR 2000-5000 /month
Disha Sawant	disha.sawant1409@gmail.com	2020	TalentServe India	INR 2000-5000 /month

[Show all students*](#)

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,

Samay Bhatnagar

Manager - University Relations

Phone - +91 - 89292 94027

[Internshala](#) - internship partner of AICTE

Internship Selection Update | 19 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 12/7/2020 11:07 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Ravi Choudhary	ravi782838@gmail.com	2019	ODeX India Solutions Private Limited	INR 8000-10000 /month
Priyanka Vishe	vishepriyanka0@gmail.com	2023	MandatoryTrendz.com	INR 10000 lump sum
Jitu More	jitumore9833@gmail.com	2022	TalentServe India	INR 2000-5000 /month
Abhishek Shinde	shindeabs10@gmail.com	2021	TalentServe India	INR 2000-5000 /month
Disha Sawant	disha.sawant1409@gmail.com	2020	TalentServe India	INR 2000-5000 /month

[Show all students*](#)

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,

Samay Bhatnagar

Manager - University Relations

Phone - +91 - 89292 94027

[Internshala](#) - internship partner of AICTE

TESCOM

Certificate



THIS IS TO CERTIFY THAT MS. TANYA JAISWAL HAS SUCCESSFULLY COMPLETED HER SUMMER INTERNSHIP AT TESCOM (GLOBAL SOLUTION PARTNER FOR TATA COMMUNICATIONS) FROM 1ST APRIL 2020 TO 30TH MAY 2020

SHE WORKED WITH US AS CUSTOMER RELATIONSHIP (SENIOR MANAGEMENT) FOR GeM (Government e Marketplace) project.

*She worked as part of team during her tenure. I take this opportunity to wish her all the best for the future endeavors. I hereby certify her work as **Good** to the best of my knowledge.*

Sriraj

01st June, 2020

Name - SRIRAJ NAIR
Designation - HR MANAGER

DATE

Internship Selection Update | 1 Student(s) Hired From Your College Last Week

Internshala University Relations <university.relations@internshala.com>

Mon 6/22/2020 11:06 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Dear Prof. Murali Anantha,

I am happy to inform you that the following student(s) from Vidyalankar School Of Information Technology have been hired for an internship listed on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Rushikesh Indalkar	indalkarrushi@gmail.com	2021	The Crazy Partner	INR 1000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashboard here - https://internshala.com/tnp/dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
[Internshala](#) - internship partner of AICTE



1 July 2021

Priya Satish Ghadshi
Wageshwari Nagar Sang 3
Parel, Mumbai 400015.
Contact no: 9326001859

Letter of renewal contract for the position of Community Sports Coach

Dear Priya,

On behalf of The Naz Foundation India Trust, we are pleased to inform you that you are selected as **Community Sports Coach (CSC)** in the YPI program, for a contractual period from **1st July, 2021 to 31st March, 2022**

As a CSC you are expected to come to the allocated YPI sites and once in a week to office.

Your stipend for **part-time engagement** shall be a sum of **Rs. 3500/- (Three Thousand Five Hundred Rupees Only)** per month (All inclusive). Your travel to site will be reimbursed on actual basis.

Your performance will be reviewed every **three months**. Your services may be terminated by Naz or by you by giving one-month notice period.

Please sign and date all copies of this letter in the space provided below, and retain one copy for your records

We hope you have an enriching experience in the YPI Program. Wishing you all the best!

Juhi Jain
City Coordinator

Agreed By :-

Date:- 1march 2021

Witness:- shital shetty

RE: Internship with Times of India (ACCESS Program Emler)

Aradhana R Mestry <Aradhana.Mestry@timesgroup.com>

Wed 7/8/2020 10:23 AM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Cc: Vivek Gupta <vivek.gupta@vsit.edu.in>

Dear Murali,

Please find the below list of selected students. Thank you for your cooperation and support.

Regards,
Aradhana

Roll NumberA1:J88r	First Name	Last Name	Course	College Year	Email Address	Mobile	Selected
19305C0008	Manisba	Tak	BAF	SY	manishatak8301@gmail.com	8356802949	Selected
19305A0056	Muskan	Gupta	BAF	SY	muskansunilgupta@gmail.com	9082757417	Selected
19305C0020	Sagrika	Bandarkar	BAF	SY	sagrikabandarkar@gmail.com	8108969034	Selected
19305C0028	Sarika	Mungekar	BAF	SY	sarikamungekar2002@gmail.com	8425070178	Selected
19305B0067	Shantanu	Dahibavkar	BAF	SY	shantanudahibavkar1234@gmail.com	9324384458	Selected
19305C0046	Sudiksha Bhojane	Bhojane	BAF	SY	sudikashbhojane2001@gmail.com	9137427316/8451872716	Selected
19303A0007	Nida	Shaikh	BBI	SY	shaikhnida2924@gmail.com	7506708843	Selected
19303A0027	Swapnil	Lingayat	BBI	SY	swapnillingayat27@gmail.com	9702879702	Selected
19304A0067	Aishwarya	Dhuri	BFM	SY	aishwaryadhuri2001@gmail.com	8169495852	Selected
19304A0014	Bainol	Vaishnavi	BFM	SY	vaishubainol@gmail.com	9867312154	Selected
19304A0028	Krish	Savla	BFM	SY	krish2990@gmail.com	9702241111	Selected
19304A0015	Metri	Shweta	BFM	SY	yesumitrametri@gmail.com	9324003477	Selected
19304A0010	Sanket	More	BFM	SY	sanketmore706@gmail.com	7506455028	Selected
19304A0042	Tanvi	Chache	BFM	SY	tanvichache2042000@gmail.com	8286014335	Selected
19304A0005	Yadini	Sawant	BFM	SY	yadinisawant@gmail.com	7506347763	Selected
19311A0026	Apeksha	Kalekar	BMM	SY	apekshakalekar29@gmail.com	9769176885	Selected
19311A0009	Heramb	Pardeshi	BMM	SY	heramb.pardeshi06@gmail.com	9834966542	Selected
19311A0054	Neha	Patra	BMM	SY	nehapatraa@gmail.com	9892277006	Selected
19311A0055	Saloni	Ambre	BMM	SY	saloniambre26@gmail.com	8356045589	Selected
19311A0039	Sankalp	Dash	BMM	SY	sankalpdashyt@gmail.com	6371471282	Selected
19311A0042	Sara	Todankar	BMM	SY	saratodankar35@gmail.com	9820457936	Selected
19311A0045	Vaishnavi	Kadam	BMM	SY	vaishnavikadamx@gmail.com	8879056074	Selected
19301B0015	Ayush	Patankar	BMS	SY	ayushpatankar03@gmail.com	9987054204	Selected
19301C0012	Ayushman	Mishra	BMS	SY	ayushmanmishra34@gmail.com	7987317308	Selected
19301B0016	Kushal	Goli	BMS	SY	golikushal@gmail.com	9082381251	Selected
19301C0050	Neharani	Mondal	BMS	SY	mondalneha32@gmail.com	9172772106	Selected
19301A0040	Prashant	Chaubey	BMS	SY	prashant.476.chaubey@gmail.com	7506554241	Selected
19301A0016	Priya	Mishra	BMS	SY	mishrap1812@gmail.com	8082690710	Selected
19301C0026	Rabab Fatima	Agha	BMS	SY	rababfa2000@gmail.com	9071110338	Selected
19301A0045	Raju	Silam	BMS	SY	rajusilam24@gmail.com	7304826582	Selected
19301B0011	Ravi Kant	Singh	BMS	SY	rajravi0365@gmail.com	8928239848	Selected
19301B0046	Riddhi	Jawdekar	BMS	SY	riddhipsj@gmail.com	8080863138	Selected
19301B0051	Sahil	Pawar	BMS	SY	sahilpawar4401@gmail.com	9987464272	Selected
19301A0041	Sanjana	Pawar	BMS	SY	pawarsanjana508@gmail.com	8104845322	Selected
19301C0004	Shreyas	Shewale	BMS	SY	shreyasshewale@gmail.com	9082530918	Selected
19301B0013	Shrutika	Gawde	BMS	SY	shrutikagawde2001@gmail.com	9082000926	Selected
19301A0022	Siddhi	Rane	BMS	SY	siddhirane94@gmail.com	9167768299	Selected
19301B0054	Srushti	Berde	BMS	SY	srushtiberde124421@gmail.com	9082952701	Selected
19301A0057	Viraj	Dhakorkar	BMS	SY	dhakorkarviraj2002@gmail.com	9372419850	Selected
19302E0010	Abdulgafoor	Mukri	BSc IT	SY	abdulgafoormukri86@gmail.com	9004073984	Selected
19302D0034	Abisha	Rajendran	BSc IT	SY	abisharajendran1001@gmail.com	7400102807	Selected
19302A0032	Anagha	Belose	BSc IT	SY	anaghabelose666@gmail.com	9920101978	SELECTED
19302F0033	Anisha	Jadhav	BSc IT	SY	anu04012001@gmail.com	8356909889	SELECTED

19302F0019	Arya	Samarth	BSc IT	SY	aryasamarth5@gmail.com	8104735570	SELECTED
19302D0040	Atharva	Nanche	BSc IT	SY	atharvananche3@gmail.com	9082390618	SELECTED
19302C0036	Gaurav	Chowki	BSc IT	SY	gauravchowki@gmail.com	9867761265	SELECTED
19302D0059	Himanshu	Singh	BSc IT	SY	singhhimanshu5010@gmail.com	9082539486	SELECTED
19302C0033	Khushi	Bangera	BSc IT	SY	khushirbangera07@gmail.com	9653235993	SELECTED
19302D0054	Mihir	Manohar	BSc IT	SY	mihir.manohar@gmail.com	7875551917	SELECTED
19302A0020	Mohammed Aadil	Khan	BSc IT	SY	aadilkhan9262@gmail.com	9892168191	SELECTED
19302F0022	Nrupaja	Vartak	BSc IT	SY	nrupaja@hotmail.com	9594949195	SELECTED
19302C0045	Rajul	Mayekar	BSc IT	SY	rajul.mayekar08@gmail.com	8652364649	SELECTED
19302C0049	Sakshi	Salunkhe	BSc IT	SY	sakshisalunkhe.1809@gmail.com	8779273821	SELECTED
19302C0046	Shriyash	Aruva	BSc IT	SY	shriyasharuva2005@gmail.com	8451954694	SELECTED
19302D0029	Tanmay	Wadkar	BSc IT	SY	pwadkar2306@gmail.com	9987059708	SELECTED
19302C0057	Umesh	Lodha	BSc IT	SY	lodhaumesh123@gmail.com	9082913251	SELECTED
18305C0047	Sara	Khan	BAF	TY	sara.riyaz137@gmail.com	7738515007	SELECTED
18303A0041	Arnav	Chitari	BBI	TY	chitariarnav@gmail.com	9867917733	SELECTED
18303A0029	Shraddha	Shirke	BBI	TY	shraddha.shirke36@gmail.com	7045445607	SELECTED
18303A0020	Shubham	Dhamal	BBI	TY	shubhamdhamal109@gmail.com	9082171078	SELECTED
18304A0069	Bhawna	Yadav	BFM	TY	bhawnayadav015@gmail.com	8737099132	SELECTED
18304A0046	Dhanalaxmi	Sanku	BFM	TY	sankudhanalaxmi7738@gmail.com	7738643050	SELECTED
18304A0054	Gayatri	Patil	BFM	TY	gayapatil09@gmail.com	7039335703	SELECTED
18304A0032	Harsh	Jain	BFM	TY	harshjain070201@gmail.com	8080410024	SELECTED
18304A0044	Pavaneta	Geedula	BFM	TY	pavaneta30@gmail.com	9867600742	SELECTED
18304A0008	Riya	Ghag	BFM	TY	riya.ghag2610@gmail.com	8356051226	SELECTED
18304A0056	Swati	Mishra	BFM	TY	2603swati0326@gmail.com	8828041908	SELECTED
18311A0070	Aarsh	Shah	BMM	TY	shahaarsh1202@gmail.com	7303908807	SELECTED
18311A0051	Apurva	Keer	BMM	TY	apurvakeer631999@gmail.com	7977283450	SELECTED
18311A0056	Riyaz Ahammed	Malawat	BMM	TY	riizkhan786@gmail.com	9321457033	SELECTED
18311A0017	Sagar	Maharana	BMM	TY	bpsshm1999@gmail.com	7738997090	SELECTED
18311A0032	Shubhada	Chavan	BMM	TY	shubhadachavan18@gmail.com	8291308356	SELECTED
18301C0023	Ashish	Joshi	BMS	TY	ashishjoshiaj70@gmail.com	8979304382	SELECTED
18301B0011	Disha	Sawant	BMS	TY	disha.sawant1409@gmail.com	9372238403	SELECTED
18301A0026	Irshana	Choudhari	BMS	TY	irshanachoudhari05@gmail.com	9653283385	SELECTED
18301C0063	Khushbu	Sampat	BMS	TY	Khushbusampat1@gmail.com	8169490510	SELECTED
18301C0042	Kshitija Keshav	Godase	BMS	TY	kshitijagodase@gmail.com	8369613055	SELECTED
18301A0041	Kunal	Barbade	BMS	TY	barbadekunal@gmail.com	8451867680	SELECTED
18301B0042	Mayank	Shekhar	BMS	TY	16mayankshekhar@gmail.com	7762019923	SELECTED
18301A0028	Rishav	Das	BMS	TY	dasrishav3198@gmail.com	9123643918	SELECTED
18301B0031	Rohit	Komakula	BMS	TY	rohit7045962666@gmail.com	7021202696	SELECTED
18301B0028	Sakshi	Ashtekar	BMS	TY	sakshi.ashtekar98@gmail.com	7715895916	Selected
18301C0024	Sejal	Dalvi	BMS	TY	dalvisejal22@gmail.com	9967517945	Selected
18301A0045	Vinayak	Khandekar	BMS	TY	khandekarv2000@gmail.com	9819966808	Selected
18302B0030	Abishek	Alle	BSc IT	TY	alleabhishek7@gmail.com	8652888216	Selected
18302A0027	Aniket	Vishwakarma	BSc IT	TY	aniket1271vishwakarma@gmail.com	9920145483	Selected
17302C0022	Branden	Alexander	BSc IT	TY	brandenalexander72@gmail.com	7045007373	Selected
18302D0014	Chaitanya	Sawant	BSc IT	TY	chaitumsawant@gmail.com	7039128847	Selected
18302D0048	Devesh	Sutar	BSc IT	TY	sutardevesh@gmail.com	9930470902	Selected
19302B3001	Harshit	Soni	BSc IT	TY	Soni.harshit111@gmail.com	9769870405	Selected
18302B0052	Meraj	Khan	BSc IT	TY	khan.meraj.km75@gmail.com	9082155320	Selected
18302B0025	Mohammed Rashid	Khan	BSc IT	TY	rashidkhan0916@gmail.com	8104690717	Selected
18302B0031	Mudassir	Shaikh	BSc IT	TY	shaikhmudassir773@gmail.com	9137824254	Selected
18302B0055	Nazia	Begum	BSc IT	TY	naziansari17@gmail.com	9220100738	Selected
18302D0026	Qudsiya	Khan	BSc IT	TY	qudsiyakhan44@gmail.com	8928143271	Selected
19302A3002	Raj	Mishra	BSc IT	TY	rajmishra1271@gmail.com	8104339336	Selected

18302D0061	Rishabh	Mishra	BSc IT	TY	rishabhnm02@gmail.com	7666543575	Selected
18302B0004	Rutuja	Patil	BSc IT	TY	rutujapatil083@gmail.com	7506953179	Selected
18302B0058	Sneha	Chaurasiya	BSc IT	TY	chaurasiyasneha777@gmail.com	9137749530	Selected
18302F0022	Tarun Kumar	Bhati	BSc IT	TY	mr.bhati865@gmail.com	8652823412	Selected
18302D0063	Tejas	Kolpek	BSc IT	TY	kolpektejas@gmail.com	7021793870	Selected
18302A0005	Vikrant	Gurav	BSc IT	TY	Vikrantgurav01@gmail.com	9082074079	Selected
18302B0008	Vinaykumar	Ega	BSc IT	TY	vinayega00@gmail.com	9869687060	Selected
18302B0012	Vinit	Chauhan	BSc IT	TY	vinitchauhan146@gmail.com	8779486687	Selected
	Pratik	Rathod	BBI	TY	rathodpratik772@gmail.com	8369859489	SELECTED

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: 07 July 2020 23:04
To: Aradhana R Mestry <Aradhana.Mestry@timesgroup.com>
Cc: Vivek Gupta <vivek.gupta@vsit.edu.in>
Subject: Re: Internship with Times of India (ACCESS Program Emailer)

This e-mail originated from outside of Times Group. Exercise caution before you click on any link or open attachments.

Dear Aradhana,

Hope you have had a chance to go thru the list of students and speak with them. Would request you to share your feedback.

Regards,

Murali Anantha
Training and Placement Officer

VSIT logo
NEW tiny cid:image002.jpg@01D467A3.3C6C7CE0
2

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

cid:image003.jpg@01D467A3.3C6C7CE0 *Please consider your environmental responsibility before printing this email*

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Saturday, July 4, 2020 11:33 AM
To: Aradhana R Mestry <Aradhana.Mestry@timesgroup.com>
Cc: Vivek Gupta <vivek.gupta@vsit.edu.in>
Subject: Re: Internship with Times of India (ACCESS Program Emailer)

Dear Aradhana,

PFA an excel file that has a list of 163 students who have shown an interest in this internship. Of the 163 students 83 students are in their second year pursuing various courses and the remaining 80 are in their final year.

The excel file has all details.

Please let me know how you would want to proceed on this. Please copy Vivek (in cc) on further communications in this regard.

Regards,

Murali Anantha
Training and Placement Officer

VSIT logo
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2

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

cid:image003.jpg@01D467A3.3C6C7CE0 *Please consider your environmental responsibility before printing this email*

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Tuesday, June 30, 2020 3:57 PM
To: Aradhana R Mestry <Aradhana.Mestry@timesgroup.com>
Subject: Re: Internship with Times of India (ACCESS Program Emailer)

Thanks Aradhana. I have floated out the internship details to our students to collect registrations from interested students. Students have been give time until 3rd July to register. I shall share a list of interested students with their contact details with you on 4th July.

Regards,

Murali Anantha
Training and Placement Officer

VSIT logo

NEW tiny cid:image002.jpg@01D467A3.3C6C7CE0
2

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

cid:image003.jpg@01D467A3.3C6C7CE0 *Please consider your environmental responsibility before printing this email*

From: Aradhana R Mestry <Aradhana.Mestry@timesgroup.com>
Sent: Tuesday, June 30, 2020 1:25 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Subject: RE: Internship with Times of India (ACCESS Program Emailer)

Hi,

As discussed, please find the attached presentation and details about the Profile. Please go through it and send me the list of Interested students with their contact details.

Thanks and regards,
Aradhana Mestry

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: 26 June 2020 11:54
To: Monica Naithani <Monica.Naithani@timesgroup.com>; Aradhana R Mestry <Aradhana.Mestry@timesgroup.com>
Cc: Vivek Gupta <vivek.gupta@vsit.edu.in>
Subject: Re: Internship with Times of India (ACCESS Program Emailer)

This e-mail originated from outside of Times Group. Exercise caution before you click on any link or open attachments.

Dear Monica and Aradhana,

I received the email regarding the ACCESS program for internship from our Trustee Shri Vishwas Deshpande. I am in charge of placements in my college, Vidyalankar School of Information Technology. We are very keen for our students to pursue this internship with Times of India. I believe that this will be a mutually rewarding experience.

Our college offers Bachelors program in Science (IT), Commerce and Management. Further we have Masters program in Commerce and Science (IT). The course that are offered in our college are:

- Bachelors of Commerce in Accounting and Finance
- Bachelors of Commerce in Banking and Insurance
- Bachelors of Financial Management
- Bachelors of Management Studies
- Bachelors of Mass Media
- Bachelors of Science (Information Technology)
- Masters of Commerce
- Masters of Science (Information Technology)

Kindly let me know when we connect to discuss the way to take this forward. You may reach me on my mobile at 9820440736.

Looking forward to hearing from you.

Regards,

Murali Anantha
Training and Placement Officer

VSIT logo
NEW tiny cid:image002.jpg@01D467A3.3C6C7CE0
2

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

cid:image003.jpg@01D467A3.3C6C7CE0 *Please consider your environmental responsibility before printing this email*

DISCLAIMER:

This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

DISCLAIMER:

This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

Dos and Don'ts -

- Kindly use the official marketing material provided by the company (and your managers). Do not commit to marketing any posters or content that is not approved by the company authority.
- You cannot update any title on social media platforms like LinkedIn unless you successfully complete your internship and have written permission from your Managers.
- This offer letter is confidential and should not be posted on social media and LinkedIn.
- Collaboration with third-party platforms is restricted unless approved by the company authority.
- Social media pages on the name of “Unschool” or related pages should not be created by the intern. The official Social Media pages of the company only have to be promoted, if and when necessary.
- The Internship Certificate will only be awarded to the intern on successful completion of the targets (minimums) mentioned above.

Dear **Omkar Vijay Narkar**,

Subject: Appointment in the position of **Unschool Community Influencer**.

Unschool is **ranked #3 on LinkedIn's top startups list 2020** and incubated under the Government of Telangana's initiative **T-Hub** (IIIT Hyderabad). With 50000+ students, 70+ mentors with 100,000+ hours of learning delivered, Unschool is also reviewed as the **Top 10 Digital Learning Companies of 2019** by the Higher Education Magazine.

RECOGNISED BY



REVIEWED AS TOP 10 LEARNING PLATFORMS - 2019



INCUBATED UNDER LAB32 PROGRAM OF



With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment as an intern for the above-said position in Unschool subject to the following terms and conditions.

The Internship start date would be **19/04/2021** and would extend for **2 month(s)** and will be solely **working from home** under the guidance of the assigned manager by the company.

Your job role would entail these tasks and operations:

As an Intern at Unschool, your primary task is to market the Unschool courses to students across various colleges in the country.

It involves -

1. Market research to identify the target market for the products
2. Promotion (Sales and Marketing) of Unschool products through various marketing channels.
3. Market Expansion and market penetration.

In addition, you will be given exposure through the management and technical tasks to help you upskill yourself and build your resume.

A Certificate will be provided to the intern by Unschool on the successful completion of the internship. A Letter of Recommendation is also provided by the Head of Operations on excellence in performance.

The company shall provide a performance-based stipend at the end of the Internship solely based on target achievement and work commitment. The same is applicable for incentives as well.

Stipend Structure:

Revenue achieved	Incentives
Unschool Community Influencer	Promotion to UCL (Level 2) after completion of Incentive Model: After achieving 7,000INR worth of revenue: Internship completion certificate Promotion to UCL(Level 2) after completing the target of 10,000 revenue (basic/ advance courses) or with target of 2 Pro Courses(7,000 revenue) . A free course on successful completion of Level 1.



Internship offer letter

13-05-2021

Bhavana Thakur

Email ID- bhavanathakur2307@gmail.com

Contact Number - +91 9324312731

Dear Bhavana,

I am delighted & excited to welcome you to Whitehat Education Technology Private Limited (WhiteHat Jr.) as an Intern - Pre Sales in the User Engagement department. At WhiteHat Jr. we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of WhiteHat Jr. and wish you the most enjoyable, learning packed and truly meaningful internship experience with WhiteHat Jr.

Your internship will be governed by the terms and conditions presented in Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this internship letter as your acceptance and forward the same to us.

Congratulations!

For **Whitehat Education Technology Pvt. Ltd.,**

Name: Karan Bajaj

Designation: Founder & CEO

Date: 13-05-2021

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139, Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR, Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690

Annexure A

You shall be governed by the following terms and conditions of service during your internship with WhiteHat Jr., and those may be amended from time to time.

1. You are being hired as an Intern - Pre Sales in the User Engagement department. You would be assigned a mentor during the internship. Your project would involve learning the user engagement process and you would also be responsible to aid the user engagement in the company
2. You will be provided Twelve thousand Only (INR 12000/-) per month for 18-05-2021 to 18-08-2021 as a stipend. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws
3. Your date of joining is 18-05-2021 and the duration of the internship would be up to 18-05-2021 to 18-08-2021 and may be extended till further period as per the business requirement and upon your successful completion of internship project
4. During this tenure you are expected to devote your time and efforts solely to WhiteHat Jr. work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that the internship project can be planned accordingly
5. You would be required to be available for this project 9 hours per day, where these 9 hours would be assigned anytime between 9:00 AM to 9:00 PM. Week off will be given as per the roster that you would be assigned to by your respective mentor
6. You would be eligible for a leave of one day after every 30 days of internship completion. No additional leave is allowed during this internship period
7. Post your joining, there will be a training session conducted followed by an assessment. It is pertinent to your employment that you clear the assessment with satisfactory scores. The assessment will be limited to two attempts, failure to clear both will result in cancellation of your internship
8. You will be part of this internship project remotely/physically on an office basis business requirement during the internship. There will be catch-ups scheduled with your mentor to discuss progress and overall internship experience at regular intervals
9. All the learning that you will produce at or in relation to WhiteHat Jr. will be the intellectual property of WhiteHat Jr.. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your learning in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval from your mentor
10. We take data privacy and security very seriously and it will be your responsibility to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship. WhiteHat Jr. operates on the zero-tolerance principle with regard to any breach of data security guidelines. At the completion of the internship, you are expected to hand over all WhiteHat Jr. data stored on your Personal Computer to your mentor and delete the same from your machine
11. During the internship period, you shall not engage yourself directly or indirectly or in any capacity in any other organization (other than your college). In the event of a breach of this condition, this offer is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company
12. At any point during your internship the Company or you may terminate this association by providing a notice of 14 days without assigning any reason. However, the Company may terminate this agreement forthwith under situations of in-disciplinary behaviors and/or Zero tolerance activities and/or violation of the code of ethical business conduct of WhiteHat Jr. Further, this Internship will be terminated if you are unable to clear the training certification within two attempts
13. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect
14. WhiteHat Jr. is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow
15. Expect constant and continuous objective feedback from your mentor and other team members. we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139,Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR,
Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690



16. Have fun at what you do and do the right thing – both the principles are core of what WhiteHat Jr. stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them

Scope of Work

The scope of work during this internship will be and not limited to the following:

- Call and engage with potential customers (Whitehat, Byju or any other affiliates)
- Pitch the Whitehat Jr value proposition to the user
- Book a trial class for the interested users
- Follow up or resolve any issues for the user is facing to complete the trial class

Performance Assessment and Pre-Placement Offer (PPO)

- Your learning and performance is subject to periodic review, which is at a weekly frequency or any such frequency as decided by your mentor from time to time
- PPO is subject to your successful completion of the assigned projects as per the scope of work and role availability

Miscellaneous

- You are entitled to claim monthly reimbursement of mobile calling + internet charges upto Inr. 1500/- or as per actuals of the valid bill whichever is the lowest
- Aforementioned reimbursement is subject to submission of valid bills
- You are eligible for incentives as per incentive policy that will be communicated upon joining
- You are required to submit scanned copies of Pan Card, Aadhar Card, Cancelled Cheque, College (I'd card), Address proof

This internship offer shall be subject to you agreeing upon the following terms and conditions, jointly and independently binding upon you totally.

- A. At Will: Being applauded and accepted by you at your own will and has explained about the working methodology in the epidemic/pandemic and force majeure
- B. Infrastructure: It is declared and accepted by you about having the requisite infrastructure to perform your duties from any location other than the workplace. Infrastructure means laptop/desktop with required configurations, updated RAM, video and audio features, a high speed internet connectivity with a minimum of 10 MBPS speed and a fully functional smart mobile phone. Failing to have the infrastructure at any point may lead to termination of the association with WhiteHatJr
- C. You have agreed upon to perform as per the existing or change of any performance targets/ KRAs/KSAs during COVID 19 situation and or otherwise and failing which the said internship will come to an end without any stipend
- D. Any litigation, grievances and disputes with regards to this will be treated null and void, which you declare at your wish and will.

Acceptance by the Intern:

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Date:

Place:

Bhavana Thakur

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139,Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR, Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690

Letter of Intent

To,
Bhoomika Badala

5/B/7,Sindhi Colony,Opposite Guru Kripa Hotel,Sion, Mumbai-400022

Dear Bhoomika Badala,

With reference to your application and candidature submitted to our Company, we take pleasure in evaluating and exploring the opportunity to Offer you the position of **“Trainee” in “Grade T1”** with Atos Global IT Solutions and Services Pvt Ltd (referred as “Atos or Company”). We are pleased to inform that your candidature has been shortlisted for Training Program organised by Atos. Your offer is conditional subject to successful completion of training program and clearing the assessment/s (together known as “Training and assessment Program”) undertaken by Atos.

Subject to your successful completion of Training and assessment Program, selection and further documentation process, a detailed appointment letter will be issued to you, which will contain the following details:

- Date of Joining.
- Joining location.
- Other terms and condition.

The date of joining and the location of posting will be based on business requirements.
Atos solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.
2. You will be on probation for a period of 1 year as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.
3. Your selection and further procedure ahead are subject to your being found medically fit to perform roles and responsibilities in Atos, successfully completion of training, selection and documentation process, with the specified eligibility criteria informed to you during selection process.
4. Atos reserves the right to make any changes to the training program, assessment/s, selection criteria at any time.
5. The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.
6. Upon successful completion of your training imparted, assessment/s conducted, and further final selection by Atos, a separate appointment letter will be issued to you by the Company with grade-position along with details of CTC.

7. You may note that this letter should neither be construed as an Offer of Employment from Atos nor should it in any manner confirm our obligations to make you an offer of employment. We may, at any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or failure to complete Training Program successfully or at our discretion.
8. Your access and use of the training site and any information, materials or documents (collectively defined as "Content and Materials") therein are subject to the following restrictions and prohibitions on use: You may not,
 - a) Copy, print (except for the purpose of self-learning), republish, display, distribute, transmit, sell, rent, lease, loan or otherwise make available in any form or by any means all or any portion of the Site or any Content and Materials retrieved there from
 - b) Make any portion of the Site available through any timesharing system, service bureau, the Internet, or any other technology now existing or developed in the future.
 - c) Share User-Id and password with any other person.

We request you to confirm to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to recruitment team (siddarth.koul@atos.net **and** nanda.ancelm.external@atos.net) within **02 days** from issuance of this letter, failing which this letter of Intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team (siddarth.koul@atos.net **and** nanda.ancelm.external@atos.net).

We look forward to hearing from you soon and wish you a rewarding career with Atos

Thanking you.

Yours Sincerely,

From & behalf of Atos Global IT Solutions and Services Pvt Ltd,

Offer Management Team

Letter of Intent

To,

Rukhsar siraj khan

Address, - Room no.404, E wing, penta galaxy bldg, opp wadala fire bridge, Antop hill, Mumbai -400037

Dear Rukhsar siraj khan,

With reference to your application and candidature submitted to our Company, we take pleasure in evaluating and exploring the opportunity to Offer you the position of **“Trainee” in “Grade T1”** with Atos Global IT Solutions and Services Pvt Ltd (referred as “Atos or Company”). We are pleased to inform that your candidature has been shortlisted for Training Program organised by Atos. Your offer is conditional subject to successful completion of training program and clearing the assessment/s (together known as “Training and assessment Program”) undertaken by Atos.

Subject to your successful completion of Training and assessment Program, selection and further documentation process, a detailed appointment letter will be issued to you, which will contain the following details:

- Date of Joining.
- Joining location.
- Other terms and condition.

The date of joining and the location of posting will be based on business requirements. Atos solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.
2. You will be on probation for a period of 1 year as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.
3. Your selection and further procedure ahead are subject to your being found medically fit to perform roles and responsibilities in Atos, successfully completion of training, selection and documentation process, with the specified eligibility criteria informed to you during selection process.
4. Atos reserves the right to make any changes to the training program, assessment/s, selection criteria at any time.
5. The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.
6. Upon successful completion of your training imparted, assessment/s conducted, and further final selection by Atos, a separate appointment letter will be issued to you by the Company with grade-position along with details of CTC.

7. You may note that this letter should neither be construed as an Offer of Employment from Atos nor should it in any manner confirm our obligations to make you an offer of employment. We may, at any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or failure to complete Training Program successfully or at our discretion.
8. Your access and use of the training site and any information, materials or documents (collectively defined as "Content and Materials") therein are subject to the following restrictions and prohibitions on use: You may not,
 - a) Copy, print (except for the purpose of self-learning), republish, display, distribute, transmit, sell, rent, lease, loan or otherwise make available in any form or by any means all or any portion of the Site or any Content and Materials retrieved there from
 - b) Make any portion of the Site available through any timesharing system, service bureau, the Internet, or any other technology now existing or developed in the future.
 - c) Share User-Id and password with any other person.

We request you to confirm to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to recruitment team (siddarth.koul@atos.net **and** nanda.ancelm.external@atos.net) within **02 days** from issuance of this letter, failing which this letter of Intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team (siddarth.koul@atos.net **and** nanda.ancelm.external@atos.net).

We look forward to hearing from you soon and wish you a rewarding career with Atos

Thanking you.

Yours Sincerely,

From & behalf of Atos Global IT Solutions and Services Pvt Ltd.

Offer Management Team

MKT/HR/0046-0232/2021

02 August, 2021

Mr/Ms. Brijanandan Gupta
Mumbai

Dear Mr/Ms. Brijanandan Gupta

With reference to your application and subsequent interview, this is to inform you that you are hereby offered an appointment as "**Management Trainee**" for BSE Website. Your compensation on a cost to company will be **Rs. 280000/- (Rupees Two Lakhs Eighty Thousand Only)** plus PLB **Rs. 0/- (Rupees)** plus Other Benefit **Rs. 21800/- (Rupees Twenty One Thousand Eight Hundred Only)**.

At time of joining you are requested to submit Xerox copy of following documents:

- Mark sheet & Certificate from 10th (SSC) to your higher Educational & Qualification
- PAN card
- Aadhar Card
- Relieving and Experience letter of all previous companies
- Last three month salary slip
- Form 16/ Provisional tax sheet
- Two blue background photograph
- Cancelled cheque

Please note we will be required all original documents (Stated above) for verification purpose. All original documents will be returned you after verification.

Your appointment will be subject to verification of Educational & Qualification certificates, previous work experience, Reference Check and medical fitness.

If the offer is acceptable to you, you may complete your joining formalities by 03/08/2021 and join our esteemed organization from 04/08/2021 . Please communicate your decision to HR team by tomorrow.

The appointment will be effective from the date of joining the duties.

Yours Sincerely
for **BSE Tech Infra Services Pvt Ltd**


(Mrs. Seema Zagade)
Human Resources

BSE TECH INFRA SERVICES PRIVATE LIMITED

Registered & Corporate Office: BSE TECH INFRA SERVICES PVT. LTD. [Formerly Marketplace Tech Infra Services Pvt. Ltd.],

3rd Floor, B Wing, Aggarwal Trade Centre, Plot 62, Sector 11, Belapur CBD, Navi Mumbai – 400 614, India

Tel: +91 22 6148 4250 / +91 22 6148 4206 | www.bsetech.in

CIN No.: U72900MH2011PTC213218



Offer Letter

Name: Musaif Nisar Sayyad
Date: Tuesday, August 24, 2021

Dear Mr. **Musaif Nisar Sayyad**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“**Company**”), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, August 31, 2021**. Your work location would be **Nashik / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Aishvary . (TNL201611035)
Role Location:	Nashik / Bangalore
Sales Circle Location:	Nashik
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4588229/990349,

10/12/2021,
Sameeksha Vishwanath Mestry.

B-301, MatruDarshan Co. Op. Soci., Chedda Enclave, Patankar Lane, Nallasopara West, Thane - 401203
Mumbai, Maharashtra
India.

Confidential

Dear Sameeksha Vishwanath Mestry,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or 'Company') starting from **10/13/2021** (or such other date as may be communicated to you by the Company), as per details given below

- A) Your current designation will be **Senior Analyst/A5**.
- B) You will be required to work at the Company's offices in **Mumbai**.
- C) You have to report by 8:30 am at **Mumbai** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
CAPGEMINI Knowledge Park, IT 1 / IT 2, TTC Industrial Area, Thane-Belapur Road,
Airoli, Navi Mumbai, Maharashtra - 400708

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 380,006.00 (Rupees Three Lakh Eighty Thousand And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Senior Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.1,199.00	Rs.14,388.00
Other Allowances and Reimbursements – 2 +	Rs.147.00	Rs.1,764.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.28,495.00	Rs.341,940.00
Statutory payments ++		
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.372,204.00
Total Cash Compensation		Rs.372,204.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Total Cost to Company		Rs. 380,006.00

You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Note:

1. The payroll processing will be as per Company policy notified from time to time.
 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
 3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law.
The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a.) You will submit relevant documents as mandated by the Company.
 - b.) You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c.) You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d.) You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e.) You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company
 - f.) You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini).
 - g.) Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and
 - h.) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the 'Terms and Conditions of Employment' contained in **Exhibit 1** attached hereto.

You are required to treat this 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, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anil Kumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **Sameeksha Vishwanath Mestry**

Date: **10/12/2021**

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. 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 right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically 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. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies 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. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. 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.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) 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, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 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.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement 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. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi-judicial order,
 - e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance,
 - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit;
 - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature:

Date:

ANNEXURE I (A)

Onboarding Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

- I. **Academic qualification (highest qualification as applicable):**
 - X- AND XII-mark sheets
 - All semester mark sheets (highest qualification)
 - Provisional Certificate OR Convocation OR Degree certificate
 - If Applicable- Diploma/ Completion Certification(s) for specialized courses

- II. Employment experience related documents:
 - a. **Current Employer:**
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
 - Resignation acceptance letter OR Email confirmation from the HR OR Relieving Letter AND Experience Certificate
 - Pay slips for last 3 months
 - Letter of Appointment OR Offer Letter from the employer

 - b. **Previous Employer(s)**
 - Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date of your employment (s))

 - c. **Additional documents**
 - Form 16 – Part A only
 - Cancelled Cheque(in original)/Passbook(photocopy) -Cancelled cheque leaflet issued by Bank or the pages of passbook showing the Name of the Account Holder, Bank Name, Bank Branch and IFS code required as a pre-requisite mandate for registration on ESI portal.
 - Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible
Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- III. **Proof of Identity (Any two):**
 - PAN Card (Mandatory)
 - AADHAAR Card
 - Valid Passport – All pages
 - Driving License
 - Voters ID

- IV. Passport size photograph – 4 copies (white background)

ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet**.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address backgroundverification.in@capgemini.com not later than 14 days of your joining***

Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked*

Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

***In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

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Private & Confidential

Date : 15/07/2020

SHADAB SAMEER KHAN

110/1ST FLOOR BORI CHAWL R.S NIMKAR MARG

SUKHLAJI STREET MUMBAI CENTRAL EAST, MAHARASHTRA -400008

APPOINTMENT LETTER

Dear SHADAB SAMEER KHAN,

Subsequent to the meetings between **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job profile, would be Advisor I, Customer Service. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Mumbai.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 20/07/2020 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on 17/07/2020 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at Seham.khan@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1

Concentrix Daksh Services India Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place

New Delhi- 110001, India

91 11 68137745

CIN: U7200DL1999PTC102972

info@concentrix.com · www.concentrix.com

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

In the event that you fail to submit a copy of your passport within 180 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

(B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from date of joining. Failure to do so may lead to termination of your employment.

However, In the event that you fail to submit the copy of passport within 90 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

- a) Require you to undergo another training program; or
- b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
- c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1



2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other **15 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **30 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the **gross** salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.16 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

8. Your continuance in employment is subject to your maintaining clean criminal and financial records.

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

10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

11. "Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1



It is highly recommended that before you begin your journey with Concentrix, please visit the website www.concentrix.com. 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 Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified

Digitally signed by DS CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED
3
Date: 2020.07.15 22:37:11 +05:30
Reason: Concentrix Hiring
Location: Mumbai



Authorized Signatory (Please Sign above)

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 20/07/2020.

Candidate Name : SHADAB SAMEER KHAN

Candidate's Signature : _____

Date : _____



Dixit Infotech Services Pvt. Ltd.

Head Office - Mumbai
505, B Wing, Commercial-I,
Kohinoor City, Kiroil Road,
Off LBS Marg, Kurla (W),
Mumbai 400 070. INDIA.

Tel. : +91 22 6716 2828
mum@dixitindia.com

15th April 2021

To,
Mr. Harsh Mali,
Mumbai.

Dear Harsh,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of 'Tele sales Executive' in our organization at a Stipend of **Rs. 15,000/-** (Rupees Fifteen Thousand Only).

We would expect you to join on **21st May 2021** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon and confirmed by us in writing. (However, if lockdown condition extends, given date of joining will not be valid and new date will be given to you as per Govt. Norms in regards to COVID-19)

On the date of your joining, you may please bring the copy of following along with original one for verification purpose:

- Copies of Educational Certificates
- Copies of professional Certificates
- Relieving/Experience certificate from the previous employer
- Last pay slip received from the previous employer
- 2 Passport size Photographs
- Copy of Passport/ Electricity Bill as a address proof
- Copy of the PAN Card
- Copy of Aadhar Card

This offer of Employment is subject to receipt of satisfactory references.

Kindly sign the duplicate copy as a token of your acceptance of the offer and return us the same.

Best Wishes,

For Dixit Infotech services Pvt Ltd

Accepted and Received

Harshad Tendulkar

Mr. Harsh Mali

(HR Head)

(Signature)



Dixit Infotech Services Pvt. Ltd.

Head Office - Mumbai
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Kohinoor City, Kiroli Road,
Off LBS Marg, Kurla (W),
Mumbai 400 070. INDIA.

Tel. : +91 22 6716 2828
mum@dixitindia.com

15th April 2021

To,
Ms. Manali Aparadh,
Mumbai.

Dear Manali,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of 'Tele sales Executive' in our organization at a Stipend of **Rs. 15,000/-** (Rupees Fifteen Thousand Only).

We would expect you to join on **21st May 2021** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon and confirmed by us in writing. (However, if lockdown condition extends, given date of joining will not be valid and new date will be given to you as per Govt. Norms in regards to COVID-19)

On the date of your joining, you may please bring the copy of following along with original one for verification purpose:

- Copies of Educational Certificates
- Copies of professional Certificates
- Relieving/Experience certificate from the previous employer
- Last pay slip received from the previous employer
- 2 Passport size Photographs
- Copy of Passport/ Electricity Bill as a address proof
- Copy of the PAN Card
- Copy of Aadhar Card

This offer of Employment is subject to receipt of satisfactory references.

Kindly sign the duplicate copy as a token of your acceptance of the offer and return us the same.

Best Wishes,

For Dixit Infotech services Pvt Ltd

Accepted and Received

Harshad Tendulkar

Ms. Manali Aparadh

(HR Head)

(Signature)



Dixit Infotech Services Pvt. Ltd.

Head Office - Mumbai
505, B Wing, Commercial-I,
Kohinoor City, Kiroli Road,
Off LBS Marg, Kurla (W),
Mumbai 400 070, INDIA.

Tel. : +91 22 6716 2828
mum@dixitindia.com

15th April 2021

To,
Mr. Sujit Khanolkar,
Mumbai.

Dear Sujit,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of 'Tele sales Executive' in our organization at a Stipend of **Rs. 15,000/-** (Rupees Fifteen Thousand Only).

We would expect you to join on **21st May 2021** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon and confirmed by us in writing. (However, if lockdown condition extends, given date of joining will not be valid and new date will be given to you as per Govt. Norms in regards to COVID-19)

On the date of your joining, you may please bring the copy of following along with original one for verification purpose:

- Copies of Educational Certificates
- Copies of professional Certificates
- Relieving/Experience certificate from the previous employer
- Last pay slip received from the previous employer
- 2 Passport size Photographs
- Copy of Passport/ Electricity Bill as a address proof
- Copy of the PAN Card
- Copy of Aadhar Card

This offer of Employment is subject to receipt of satisfactory references.

Kindly sign the duplicate copy as a token of your acceptance of the offer and return us the same.

Best Wishes,

For Dixit Infotech services Pvt Ltd

Accepted and Received

Harshad Tendulkar

Ms. Sujit Khanolkar

(HR Head)

(Signature)



SERVICE OFFICE : D-409, Neelkanth Business Park, Vidyavihar (W), Mumbai-400 086. Tel.: +91 22 6167 2300 • service@dixitindia.com
BRANCH OFFICES :
 BANGALORE : Tel.: +91 80 2662 4401 •blr@dixitindia.com / sales@dixitindia.com
 SECUNDERABAD : Tel.: +91 40 2789 6151 / 6369 •hyd@dixitindia.com / sales@dixitindia.com
 CHENNAI : Tel.: +91 44 2811 1027 / 28 • chn@dixitindia.com / sales@dixitindia.com
 NEW DELHI : Tel.: +91 11 4132 7753 • del@dixitindia.com / sales@dixitindia.com

www.dixitindia.com



Date: 18th September 2021

Ms. Aishwarya Deepak Pendurkar

L1, B wing,701, Pratham building,
Pratisksha Nagar, Sion East,
Mumbai-400022.

Dear **Aishwarya Deepak Pendurkar**

With reference to your interviews and discussions with us we are pleased to offer you the position of “**Interface Implementation Specialist**” on the terms and conditions as set forth below:

1. **Date of Commencement** : **28th September, 2021**

2. **Bond Period** : You will serve eClinicalWorks India Pvt Ltd for a minimum period of 1 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regard.

3. **Period of Offer** : The period of offer is as follows:
 - i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.

eClinicalWorks India Pvt. Ltd.

Boomerang A-701 to 705 & Part B1 706, Chandivali Farm Road, Near Chandivali Studio, Andheri (E), Mumbai - 400072, India.
T: +91-22-67375000 F: +91-22-67375100 | www.eclinicalworks.com
(CIN # U72200MH2006PTC165289)

- ii If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc.
- iii. This offer is only valid if you are not an Ineligible Person under the Office of Inspector General's List of Excluded Individuals/Entities.

4. Scope of Work : The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions.

5. Place of Work : Your current place of work will be Mumbai, however you may be deputed at the parent/associate company sites, client sites or partner sites outside of Mumbai (Overseas or other India metros).

6. Salary : Your gross annual remuneration will be **Rs.300,000/-(Rupees Three Lakh only)** on CTC (Cost-to-the-Company) basis. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time. The primary components of your CTC initially shall be as per Exhibit A attached.

7. Background Verification : The Company will be conducting a background check/screening procedure in your matter as a measure of full disclosure. In the event of the said background check/screening procedure showing negative on any parameter, this offer will stand determined and revoked with immediate effect.

8. Notice of Relieving :

- i. During your training and assessment period, this employment may cease to exist any time, by giving 7 days' notice in writing by either side.
- ii. During your probation period, this employment may cease to exist any time by giving 30 days' notice in writing by either side.

9. Counterparts : This Offer and its Acceptance may be executed in multiple counterparts, each of which shall have the force and effect of an original.

eClinicalWorks India Pvt. Ltd.

Boomerang A-701 to 705 & Part B1 706, Chandivali Farm Road, Near Chandivali Studio, Andheri (E), Mumbai - 400072, India.
T: +91-22-67375000 F: +91-22-67375100 | www.eclinicalworks.com
(CIN # U72200MH2006PTC165289)

10. General

- i. Please note that the contents of this Offer and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.
- ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso facto.

11. Maternity Benefit Act:

- i. Any woman employee of eclinicalworks entitled to maternity benefit under the provisions of the Maternity Benefit Act, 1961 and the rules may give notice in writing in Form 1 appended to the Maternity Benefit Rules to her employer, stating that her maternity benefit and any other amount to which she may be entitled under the act may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit

We welcome you within our fold and trust that your association with ECW will be exciting and mutually rewarding.

This Offer is valid for 7 days. You are requested to return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above Offer.

Yours sincerely

For eClinicalWorks India Pvt Ltd

Digitally signed by Pertwyn

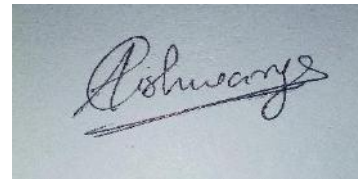
Pert
wyn

DN: OU=Joseph,
O=eClinicalworks,
CN=Pertwyn,
E=pertwyn.joseph@eclinic
alworks.com

Reason: I am approving
this document
Location:
Date: 2021-09-18 12:26:28
Foxit Reader Version: 9.3.0

Human Resources

AGREED AND ACCEPTED BY ME



(Aishwarya Deepak Pendurkar)

Date:18th September 2021

Date:18th September 2021

eClinicalWorks India Pvt. Ltd.

Boomerang A-701 to 705 & Part B1 706, Chandivali Farm Road, Near Chandivali Studio, Andheri (E), Mumbai - 400072, India.
T: +91-22-67375000 F: +91-22-67375100 I www.eclinicalworks.com
(CIN # U72200MH2006PTC165289)

Annexure

Name: Ms. Aishwarya Deepak Pendurkar

Annual CTC

	Particular	Yearly (Amount in Rs.)
a.	Basic	156,287
b.	HRA	78,144
c.	LTA	7,815
d.	Medical Reimbursements	15,000
e.	Shift Allowance	24,000
f.	Company's Contribution to PF @ 12%	18,754
Total		300000

The above remuneration is subject to deduction of Income Tax, Professional Tax, PF and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC herein above stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.



Date: 18th September 2021

Ms. Shruti Dyaneshwar Jalda

39,2nd floor , Kharas bldg. , beside BMC G-southward , NM
Joshi Marg , Prabhadevi Maharashtra
Mumbai-400013

Dear **Shruti Dyaneshwar Jalda**

With reference to your interviews and discussions with us we are pleased to offer you the position of “**Interface Implementation Specialist**” on the terms and conditions as set forth below:

1. Date of Commencement : **28th September, 2021**

2. Bond Period : You will serve eClinicalWorks India Pvt Ltd for a minimum period of 1 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regard.

3. Period of Offer : The period of offer is as follows:

i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.

eClinicalWorks India Pvt. Ltd.

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T: +91-22-67375000 F: +91-22-67375100 | www.eclinicalworks.com
(CIN # U72200MH2006PTC165289)

- ii If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc.
- iii. This offer is only valid if you are not an Ineligible Person under the Office of Inspector General's List of Excluded Individuals/Entities.

4. Scope of Work : The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions.

5. Place of Work : Your current place of work will be Mumbai, however you may be deputed at the parent/associate company sites, client sites or partner sites outside of Mumbai (Overseas or other India metros).

6. Salary : Your gross annual remuneration will be **Rs.300,000/-(Rupees Three Lakh only)** on CTC (Cost-to-the-Company) basis. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time. The primary components of your CTC initially shall be as per Exhibit A attached.

7. Background Verification : The Company will be conducting a background check/screening procedure in your matter as a measure of full disclosure. In the event of the said background check/screening procedure showing negative on any parameter, this offer will stand determined and revoked with immediate effect.

8. Notice of Relieving :

- i. During your training and assessment period, this employment may cease to exist any time, by giving 7 days' notice in writing by either side.
- ii. During your probation period, this employment may cease to exist any time by giving 30 days' notice in writing by either side.

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10. General

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11. Maternity Benefit Act:

- i. Any woman employee of eclinicalworks entitled to maternity benefit under the provisions of the Maternity Benefit Act, 1961 and the rules may give notice in writing in Form 1 appended to the Maternity Benefit Rules to her employer, stating that her maternity benefit and any other amount to which she may be entitled under the act may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit

We welcome you within our fold and trust that your association with ECW will be exciting and mutually rewarding.

This Offer is valid for 7 days. You are requested to return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above Offer.

Yours sincerely
For eClinicalWorks India Pvt Ltd

AGREED AND ACCEPTED BY ME

Human Resources

(Shruti Dyaneshwar Jalda)

Date:18th September 2021

Date:18th September 2021

eClinicalWorks India Pvt. Ltd.

Boomerang A-701 to 705 & Part B1 706, Chandivali Farm Road, Near Chandivali Studio, Andheri (E), Mumbai - 400072, India.
T: +91-22-67375000 F: +91-22-67375100 | www.eclinicalworks.com
(CIN # U72200MH2006PTC165289)

Annexure

Name: Ms. Shruti Dyaneshwar Jalda

Annual CTC

	Particular	Yearly (Amount in Rs.)
a.	Basic	156,287
b.	HRA	78,144
c.	LTA	7,815
d.	Medical Reimbursements	15,000
e.	Shift Allowance	24,000
f.	Company's Contribution to PF @ 12%	18,754
Total		300000

The above remuneration is subject to deduction of Income Tax, Professional Tax, PF and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC herein above stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.



June 11th. 2021

To,
Raj Gupta.

LETTER OF OFFER

Dear **Raj**,

Welcome to the ESCS family!!!

At ESCS, you will experience an environment charged with enthusiasm and which offers huge growth potential for individuals who live the company vision with a passion.

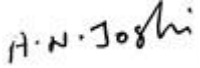
We are pleased to make an offer of employment to join Exponential Solutions and Consultancy Services (ESCS) on the following terms and conditions.

1. Appointment Terms and Conditions

- 1.1** You shall be appointed as **Jnr. Software Engineer**.
- 1.2** Your Date of Joining will be **14th, June 2021**. The offer shall stand revoked if you are unable to join us on the said date.
- 1.3** As an employee of the organisation, your Annual Cost to Company will be **Rs.2,40,000/- (Rupees Two Lakh Forty Thousand Only)**. Details of compensation and other benefits payable to you by ESCS as an employee are more particularly set out in the Annexure hereto.
- 1.4** You will receive **Rs.12,000/- (Rupees Twelve Thousand Only)** stipend during your training period of first three months.
- 1.5** You shall join ESCS office in Andheri but will serve the Company or any of its customers or any of its subsidiaries or associated companies in any location within or outside of India.
- 1.6** Your employment with the Company is subject to:
 - (a) The accuracy of the testimonials and information provided by you
 - (b) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date
 - (c) You providing two satisfactory references and clearing the background check conducted by our screening agency
- 1.7** You will serve a probationary period of twelve months or such period as may be specifically communicated to you.
- 1.8** During probation period, ESCS may terminate the contract by giving one month's notice in writing. On satisfactory completion of your probation, your services will be confirmed by the management in writing.
- 1.9** The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.
- 1.10** We request you to countersign this letter and return the original to us as a token of your acceptance. Upon receipt thereof, we will issue a formal letter of appointment containing details of your salary, job title, job description and other terms and conditions of your appointment with the Company.

We look forward to your dedication and commitment as we work together and wish you many fruitful years here at ESCS.

With best wishes,
For ESCS


(Authorised Signatory)

I have read and accepted the terms and conditions of employment as explained above

Signed _____

Date : _____



Salary Annexure

Name : Raj Gupta
Position: Jnr Software Engineer

SR NO	COMPONENTS OF PAY	Per Month	Per Annum
A	FIXED COMPONENTS		
1	Basic	8000	96000
1.1	HRA	4000	48000
1.2	Medical	1250	15000
1.3	Statutory Bonus	0	0
1.4	Conveyance	1600	19200
1.5	Personal Pay	5150	61800
	Total Fixed Pay (TFP)	20000	240000
B	RETIRALS		
2	PF (12% OF BASIC)	0	0
	Cost to Company	20000	240000
C	PERFORMANCE BONUS		
3	Variable Performance Bonus (0% to 15%)	0	0
D	TOTAL Cost To Company (TCC) (A + B + C)	20000	240000

Note:

1. The components like HRA & Medical will be exempted from tax subject to producing the relevant bills as per Income tax rules





For ESCS

A.N. Joshi

(Authorized Signatory)



Joining Details - HERE
Technologies - Spatial Data 
Specialist - 1st July 2021  Inbox

 **Shaikh, Atif** Yesterday
to Harjani   

**READ THE FULL EMAIL CAREFULLY
AND SHARE ALL THE REQUIRED
DETAILS AND DOCUMENTS.**

Dear Candidate,

READ THE EMAIL CAREFULLY!

Please note your joining would be on 1st JULY 2021,
JOINING WILL BE VIRTUAL (ONLINE) FROM 9 AM
ONWARDS.

**Kindly let me know if you are serving notice period or
any marksheet pending or any work experience.**

Kindly share the below details as soon as you see this
email. Do not delay!! **Last date to share the details is
before 27th June 2021. After which we will not consider
your candidature.**

**Below are the list of documents you need to share in this
email**

- Passport size Photographs
- Resume
- Final term marksheet
- Passport or Pan card/ Electricity Bill (for address and DOB proof)



27 April 2021

Darshit Suthar
Pune, Maharashtra

Offer Letter

Dear Darshit,

Congratulations!

We are pleased to offer you with Hilti Technology Solutions India Pvt. Ltd. as **Software Developer** based at **Pune** with effect from **May 3, 2021**.

The terms and conditions of your appointment including Annexures 1, 2 & 3 which form an integral part of the Employment Agreement will be as follows:

1. The provisions of this appointment letter are applicable from the date on which you take up your appointment and will remain in force unless and until terminated by either party giving the other 60 days' notice in writing as in clause 3.
2. Your gross annual salary will be **INR. 4,50,000/- per annum (Rupees Four Lakhs Fifty Thousand Only)** payable to you on a pro-rata basis every month. The break-down of your salary is enclosed as Annexure 2.
3. Your contract may be terminated by either party giving the other 60 days' notice in writing, without assigning any reason. Equivalent gross salary in lieu of notice period is at the sole discretion of the management. Without prejudice to the foregoing, Hilti Technology Solutions India Pvt. Ltd, reserves the right to terminate your employment at any time on grounds of policy non-adherence, misconduct, or unsatisfactory job performance without any compensation in lieu thereof.
4. You will commence your services at the location mentioned above. However, the company may reassign your services and/or transfer you to any other position in the company, to any of its offices / branches at different locations in India or to any of the Hilti companies abroad. You will undertake such reasonable duties, as the company shall from time to time determine.

Yours Sincerely

On behalf of Hilti Technology Solutions India Pvt. Ltd.

Authorized Signatory

Luca de Benedetto
General Manager

Hilti Technology Solutions India Private Limited

11th Floor, Vikram Monarch Office No1101 CTS no.1115.a/1 Ganeshkind, Shivaji Nagar

Pune MH411016 India

P: +91 020-49174900 | E: IN.HTSI@hilti.com | www.hilti.group

CIN U72900PN2020FTC192447



ANNEXURE 1 – General Terms & Conditions of Employment

1. Your appointment shall be on probation for a period of three months from your date of joining. At the end of three months, your performance during probation will be evaluated. During probation, your contract may be terminated by either party giving the other 30 days' notice in writing. The management reserves the right to extend your probation period or terminate your services, at its discretion, if your performance is not found to be satisfactory during probation. Upon successful completion of probation, based upon assessment, your services in the Company shall be confirmed. After confirmation, your contract may be terminated by either party giving the other 60 days' notice in writing, without assigning any reason. Equivalent gross salary in lieu of notice period is at the sole discretion of the management. Without prejudice to the foregoing, Hilti Technology Solutions India Pvt. Ltd, reserves the right to terminate your employment at any time on grounds of policy non-adherence, misconduct, or unsatisfactory job performance without any compensation in lieu thereof
2. You will be enrolled into the company's payroll subject to you providing the company complete documentation and information as required in Annexures 2 & 3. You will also become a member of the prevailing company medical insurance scheme as well as the statutory Provident Fund scheme upon joining the company and subject to your payroll enrollment.
3. Normal working hours are from 10 AM to 7 PM five days a week. However, it is anticipated that the responsibilities for this position may necessitate a flexible approach to working beyond these hours, as necessary.
4. You shall be entitled to Vacation Leave of 22 days for each calendar year. You shall also be entitled to Sick Leave of 10 days for each calendar year. Sick leave can be availed only on grounds of personal ill health. A medical certificate is required to be submitted for any Sick leave availed more than 3 days. These leaves will be accrued on a pro-rata basis. Only 3 Vacation leaves will be carried forward to the following year and employees must utilize/avail that in 1st quarter of next year otherwise these 3 leaves will lapse.
5. Your assignment might require travelling. Expenses incurred by you in this regard will be reimbursed according to the prevailing travel policy of Hilti Technology Solutions India Pvt. Ltd. You may also be deputed to any location for temporary periods depending on exigencies of business.
6. You confirm that you have disclosed fully and correctly all business interests you or any of your immediate relatives might have, which may be in line or conflicting with Hilti's business interest. Also, you agree to disclose fully, correctly, and immediately to the Company any such interests or circumstances which may arise during your employment.
7. It is understood that during your assignment with Hilti Technology Solutions India Pvt. Ltd., you will not, directly or indirectly, be engaged with any other company, business or profession whatsoever, for remuneration, benefit in cash or in kind, for commercial or personal gain, or otherwise, in any capacity, without prior written approval of Hilti Technology Solutions India Pvt. Ltd. or those in authority over you. You will also disclose to the company professional memberships/associations that you may be part of or subscribe to during the course of your employment.
8. During your employment with the Company, you will acquire knowledge about our company's business processes, methods, practices, and other business-related matters. Such confidential know-how, howsoever obtained by you, shall always be kept secret. Your obligation to keep this secrecy continues even after the end of your service with the company.

Hilti Technology Solutions India Private Limited

11th Floor, Vikram Monarch Office No1101 CTS no.1115.a/1 Ganeshkind, Shivaji Nagar

Pune MH411016 India

P: +91 020-49174900 | E: IN.HTSI@hilti.com | www.hilti.group

CIN U72900PN2020FTC192447



9. You are also required to maintain complete secrecy about the terms and conditions of your own employment from other parties including but not limited to, Hilti employees, except your team leader or the HR department. Failure to do so is automatically considered as a grave misconduct.
10. You will be responsible for all company property and equipment at your disposal or as allotted to you, including office equipment, individual office automation tools, demo tools and sample products, software, and if eligible, a company vehicle. The use of these is strictly per the rules and regulations of Hilti Technology Solutions India Pvt. Ltd. Upon separation from the Company, you will be required to return to the Company, immediately, all assets, office automation equipment, files, manuals, software and other property in your possession. The company reserves the right to charge from your monetary compensation for unrecovered or damaged assets based upon residual values as assessed.
11. You shall be subject to the Company's Code of Conduct and the Anti-Trust / Anti-Corruption Directive. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company Policies and Procedures in effect, from time to time. All acts in contravention of or subversive to good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action against you by the Company, under the relevant prevailing policies and rules in this regard. Additional rules and policies, as coming in force from time to time, will be communicated to you and shall become part of this agreement upon communication.
12. You are required, at all times, to keep the company informed and updated of your latest civil, marital, family and other relevant statuses, including, but not limited to any legal proceedings that you may be involved in.
13. You will automatically retire from the services of the Company upon attaining the age of 60 years. You may also be retired early if found medically unfit by a company designated doctor.
14. Any dispute or disagreement arising during or in the course of your employment or thereafter, related to your employment with Hilti Technology Solutions India Pvt. Ltd. will first be discussed amicably between you and the authorized representative of Hilti Technology Solutions India Pvt. Ltd. In case a resolution is not achieved, the matter shall be referred to a mutually appointed Arbitrator based at Delhi/NCR. If the matter remains unresolved at the Arbitrator level, the same shall be subject to the jurisdiction of competent courts in Delhi/NCR. Any legal dispute or proceedings by either party arising out of and in the course of employment can only be subject to the competent authorities in Delhi/NCR.
15. Warranty: You represent and warrant that you are not prevented by any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing any of the duties arising out of and during the course of your employment with Hilti Technology Solutions India Pvt. Ltd. in accordance with the terms of this agreement.
16. Severability: The Various provisions and sub-provisions of this agreement are severable, and if any provision or sub provision or identifiable part thereof is held to be invalid or unenforceable by any court of competent jurisdiction then such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions or sub provisions or identifiable parts thereof in this agreement.
17. No failure or omission by either party (employer or employee) hereto to carry out or observe any of the terms or conditions of this Agreement, shall give rise to any claim against the party failing or omitting to carry out or observe any of the terms or conditions hereof, or be deemed a breach of this Agreement by such party, if such failure or omission arises from Force Majeure. As used herein, "force majeure" means an occurrence resulting from circumstances (other than strikes, industrial disputes or lockouts caused by or involving a party's own workforce, except if part of a nationwide general

Hilti Technology Solutions India Private Limited

11th Floor, Vikram Monarch Office No1101 CTS no.1115.a/1 Ganeshkind, Shivaji Nagar

Pune MH411016 India

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CIN U72900PN2020FTC192447



strike and other than mere shortage of labor, material, equipment or supplies) that are beyond the control of the party affected that delays or prevents the due performance of the provisions of this Agreement such as riots, epidemics, war, earthquakes, deluge & floods, nationwide emergency, etc. and which, by exercise of due diligence, such party is unable to prevent or overcome, provided that the affected party shall give written notice to the other party no later than five (5) days after the party giving notice is first made aware of (a) the force majeure occurrence, (b) the facts and circumstances giving rise to it, and (c) the obligation or performance which is delayed or is prevented by such force majeure.

18. Provided that any party invoking the provisions of clause 20, as above, hereof shall take all actions that are reasonable under the circumstances to overcome the force majeure situation, and to proceed with the performance of its obligations hereunder.
19. All aspects of this contract shall be interpreted in accordance with the company's Human Resource Policies and procedures and the laws of the Republic of India as existing from time to time. Company policies and procedures are subject to change at the company's discretion, in accordance with changing business needs and will be informed in writing.

We are very happy about your decision to join our team and look forward to your long and fruitful association with HILTI.

Yours Sincerely
On behalf of Hilti Technology Solutions India Pvt. Ltd.

Authorized Signatory

Luca De Benedetto
General Manager

Acceptance of the Terms & Conditions of Service:

I have read and understood the above contract terms & conditions and hereby accept all the terms and conditions including the Annexures.

Name:
Signature & Date

Hilti Technology Solutions India Private Limited

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ANNEXURE_2

Name		Darshit Suthar	
Designation		Software Developer	
Team		HMI Prosoft	
Location		Pune	
Sl.No.	Heads of Compensation	Annual	Monthly
1	Basic	162,000	13,500
2	HRA	81,000	6,750
3	Spl Allowance	162,000	13,500
4	Variable Pay: Payable annually based on 100% achievement of target. Please refer the Variable Pay Policy	45,000	3,750
Sub Total A (Gross/Cash/Base Salary)		450,000	37,500
Other Annual Benefits:			
5	Medical Insurance: Premium paid to the Insurance company for Mediclaim Cover of Rs. 5.15 Lakh for the TM & their family members. (As per prevailing company policy)	30,000	2,500
Retiral / End of Service Benefits:			
6	PF	19,440	1,620
7	Gratuity	7,792	649
Sub Total B (Annual + Retirals)		57,232	4,769
Cost to The Company A + B		507,232	42,269

Notes:

- **Variable Pay:** The eligibility shown above is for the full year. However, an employee is entitled to a guaranteed monthly payout of 50% of the Variable Pay and the remainder based upon their performance at the end of the year. Appropriate metrics / KPIs will be set for the year subject to the attainment of which the full payout will be made at the end of the year. The variable pay structured is linked with a role and may vary in case of role change.
- **Insurances** will be valid only after commencement of the policy and as per your declaration of dependents.

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ANNEXURE_3

Mandatory documentation required for employment & payroll enrollment.

- Resume
- Educational Certificates
- Mandatory Identification: PAN Card + Aadhar Card
- Medical Fitness Certificate
- Passport size photographs (Soft copy - white formal shirt with white background)

Non-Mandatory documentation:

- Passport (if your role requires you to travel abroad)

Please note that without the documentation as above, we will be unable to process your payroll.

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CIN U72900PN2020FTC192447

July 7, 2021

Ms.Tanvi Ashok Kumar Lamba
Mumbai.

Dear Tanvi,

With reference to our discussion, we are pleased to offer you the position of "**Consultant**", at Hinduja Global Solutions Limited.

Enclosed is the compensation sheet giving details of your offer. Your total compensation package will be **₹288181.00/-** per annum and future increase will be performance based.

The above offer is subject to verification of your certificates and testimonials (i.e. certificates in proof of educational qualification, proof of past employment, reference checks, address, date of birth, and any other checks as deemed fit by the organisation). As mutually agreed you would be based at **Mumbai** and join duties on or before **July 12, 2021**.

The tenure of this employment is for the period of **6 months** ending on **January 11, 2022**.

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.
Thanking you,

Yours faithfully,
For Hinduja Global Solutions Limited,

(Prajakta Shirude)
Head- Human Resources
Business Services

This is a digitally signed document and does not require physical signature

ANNEXURE			
Name	Tanvi Ashok Kumar Lamba	Salary Details	
Location	Mumbai	Monthly CTC	Annual CTC
Effective Date	12-Jul-21		
Position	Consultant		
"A" Fixed			
1	Basic	9,583	1,15,000
2	HRA	4,792	57,500
3	Statutory Bonus	2,567	30,800
4	Variable Pay	5,009	60,112
"A" Sub total Fixed / Gross Salary		21,951	2,63,412
"B" Retirals			
5	Provident Fund (Employers Contribution)	1,897	22,765
6	Gratuity (@4.81% of Basic)	-	-
7	ESIC (@ 3.25% of Gross)	-	-
"B" Sub total Retiral Benefits		1,897	22,765
"C" Others			
8	Medical Insurance Premium	167	2,004
"C" Sub total Others		167	2,004
Total Cost to Company [A]+[B]+[C]		24,015	2,88,181
NET TAKE HOME SALARY			
GROSS SALARY		21,951	2,63,412
Add : REIMBURSEMENTS			
Less :			
PF - EMPLOYEES CONTRIBUTION		1,751	21,012
ESIC - EMPLOYEES CONTRIBUTION		-	-
MEDICLAIM INSURANCE PREMIUM		-	-
PT		200	2,500
Income Tax*		-	-
TOTAL DEDUCTIONS		1,951	23,512
NET SALARY		20,000	2,39,900
Income Tax*	<i>Appropriate Income Tax would be deducted in the payroll every month</i>		

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42009327/43. CIN: L92I99MHI995PLC084610

 Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208, Website: www.teamhgs.com
 Registered in England No: 3017799

List of Shortlisted Students

Mansi Menghani /HR WE/ICICIPRU/Mum <mansi.menghani@iciciprulife.com>

Tue 1/5/2021 3:21 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Cc: Pooja Kamat /HR WE/ICICIPRU/Mum <pooja.kamat@iciciprulife.com>

Dear Sir,

PFB.

Roll Number	First Name	Last Name	Course
18302A0040	Abdul Salam	Ansari	BSc IT
18302B0020	Bhupesh	Dubey	BSc IT
18302A0059	Faisal	Ansari	BSc IT
18304A0065	Lavanya	Dasari	BFM
18302B0019	Mitesh	Patole	BSc IT
18301A0052	Mohammadfaizan	Thakur	BMS
18301B0032	Rahul	Patro	BSc IT
18302B0051	Rohit	Dhaneshwar	BSc IT
18302B0057	Shivam	Tiwari	BSc IT

Warm Regards,

Mansi Menghani | Human Resources

ICICI Prudential Life Insurance Co. Ltd.

Mob: +91 – 9575117756

"Print this mail only if absolutely necessary. Save Paper. Save Trees."

"The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorised to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation."

16th December 2020

Rasika Kadu

Mumbai

+91 9869808904

Subject: Appointment Letter

Dear Rasika,

We have pleasure in appointing you in our company as **Trainee – Cyber Security**, at Mumbai or in such other capacity the management shall from time to time determine. Your roles and responsibilities may from time to time extend to cover other in entities within Infosec Ventures.

Your appointment is subject to your acceptance of this **Appointment Letter** and your confirmation to adhere to the terms and conditions set out herein.

Your Total Cost to Company will be **Rs. 96,000** per annum.

1. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than **December 17th, 2020**.
- b. You will be on a probation period of 6 months from the date of your appointment. If in the opinion of the company you are found suitable in the appointed post, you will be confirmed after 6 months to Security Consultant – Cyber Security with the revised compensation of **Rs. 1,80,000** per annum.
- c. Your minimum term of employment will be for 30 months from the date of appointment including your training period. If you want to leave employment within period of 30 months, you should give 3 months prior notice and shall deposit amount of **Rs.150,000** before leaving the organization.
- d. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement
- e. Your retirement will be as per Service Rules & Regulations as in force from time to time, retirement age at present is 58 years.

2. COMPENSATION

- a. You will receive a stipend of **INR 8,000** per month during your training period.
- b. Upon successful completion of your training period and confirmation of promotion to Security Consultant – Cyber Security, your annual compensation will be **INR 1,80,000**.

3. RESIGNATION

You will continue to be employed by us until either you or we terminate your employment by giving not less than **Three Months** written notice considering there are no other agreements in place. During notice period, leaves will not be permitted.

The company at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Company will not be liable to make any payment of the salary to the employee in lieu of the waived off notice period.

4. WORKING HOURS

The working hours of the company have been provided in the Human Capital Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties within the required time frame.

5. LEAVE

Your annual leave entitlement will be as provided in the Human Capital Policy of the company as amended from time to time. You will be entitled for 20 privilege leaves and 6 sick leaves.

6. CONFIDENTIALITY

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Company.

You will not, either during your employment with the company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company, all papers and documents and all other property pertaining to the Company or affairs of the Company or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure/ confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the Company, our clients and third parties.

7. INTELLECTUAL PROPERTY

The nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for

utilization or disposal of the same; and Consenting to the Company and/ or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

8. NON SOLICITATION

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, Firm or corporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflict of interest or breach of confidentiality, you will not accept an appointment offered by a client for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the Company. It is mandatory to immediately notify the HR / Directors of the company of such an offer.

9. GENERAL

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Company reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

You confirm that you are an Indian national and hold an Indian Passport and are thus exempt from any additional work authorisation to work in India. However, if you are a non- Indian holding a foreign passport, you will be required to demonstrate that you have the necessary authorizations for working in India by submission of relevant documents.

As an employee of the Company you are required to book proper time and expenses, use the Company provided email ID and Internet for business purposes, not share your access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

It also important that you keep the Company informed about any change in your personal particulars, and file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including passport, driving licenses, corporate credit card).

Your employment in the Company shall be governed by your compliance with and by providing all requisite information that may be sought from you by the Company from time to time.

The conditions contained herein in the contract of employment are indicative only and can be modified from time to time. For any clarification on the Company's Human Capital Policy please feel free to get in touch with the local designated HR staff.

10. EMPLOYEE CONSENT

You hereby give consent to the Company to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Company, agents, contractors or sub-contractors or other Infosec Ventures Company's (each of which is a separate legal entity) of such personal information within or outside India.

11. WRONGFUL DISSEMINATION

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of the Company or otherwise any information or material which:

- belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights;
- is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts;
- contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the Company;
- contains any unlawful advertising, promotion or solicitation;
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, pedophilic, libelous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever;
- is grossly offensive or menacing in nature;
- impersonates another person.

We look forward to welcoming you on board and wish you have a successful career with Infosec Ventures.

Yours Sincerely,



Amit Singh

HR & Operations

Infosec Ventures

DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that:

- a. I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b. I acknowledge and agree to the Company reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third party agency.
- c. There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence.
- d. I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the Company, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.
- e. I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.
- f. In the event of any wilful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the Company and/ or its clients.

I accept the above.

Name

Signature

Date

June 22, 2021

HRD/2T/1001975111/21-22

Mr. Abdul Salam Ansari
Room No 36 1/2
Barkat Ali Nagar, Near Sagar Bar Hotel Wadala(E)
Mumbai-400037
India

Ph: +91-8291255012

Dear Abdul Salam,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 15:51:51 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

June 22, 2021

HRD/1001975111/21-22

Mr. Abdul Salam Ansari
Room No 36 1/2
Barkat Ali Nagar, Near Sagar Bar Hotel Wadala(E)
Mumbai-400037
India

Ph: +91-8291255012

Dear Abdul Salam,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Jun-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 15:51:51 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Abdul Salam Ansari			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

June 19, 2021

HRD/2T/1001975903/21-22

Mr. Amit Singh
cosma colony mount mary steps
Near Ganesh Mandir Bandra West
Mumbai-400050
India

Ph: +91-8291344450

Dear Amit,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.19 15:42:03 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1001975903/21-22

June 19, 2021

Mr. Amit Singh
cosma colony mount mary steps
Near Ganesh Mandir Bandra West
Mumbai-400050
India

Ph: +91-8291344450

Dear Amit,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Jun-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.19 15:42:03 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Amit Singh			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

June 19, 2021

HRD/2T/1001984115/21-22

Mr. Jay Dhone
2406/201
sector-6 ,antophill
Mumbai-400037
India

Ph: +91-8454096589

Dear Jay,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
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June 19, 2021

HRD/1001984115/21-22

Mr. Jay Dhone
2406/201
sector-6 ,antophill
Mumbai-400037
India

Ph: +91-8454096589

Dear Jay,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Jun-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Jay Dhone
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

July 2, 2021

HRD/2T/1001986234/21-22

Ms. Mithila Kambli
3/84, Anant Niwas. Sane Guruji Marg. Near Ganesh Talkies.
Lalbaug.
Mumbai-400012
India

Ph: +91-8291568185

Dear Mithila,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.07.02 13:13:16 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
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HRD/1001986234/21-22

July 2, 2021

Ms. Mithila Kambli
3/84, Anant Niwas. Sane Guruji Marg. Near Ganesh Talkies.
Lalbaug.
Mumbai-400012
India

Ph: +91-8291568185

Dear Mithila,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **22-Jul-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Mithila Kambli			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

June 22, 2021

HRD/2T/1001983911/21-22

Ms. Nandini Maheshwaram
New Bdd Chawl 21 Room No. 28
B.J.Devrukhkar Road, Naigoan Dadar East
Mumbai-400014
India

Ph: +91-9820204170

Dear Nandini,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 15:51:42 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1001983911/21-22

June 22, 2021

Ms. Nandini Maheshwaram
New Bdd Chawl 21 Room No. 28
B.J.Devrukhkar Road, Naigoan Dadar East
Mumbai-400014
India

Ph: +91-9820204170

Dear Nandini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Jun-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 15:51:42 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Bangalore 560 100, India
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Nandini Maheshwaram			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

June 19, 2021

HRD/2T/1001986208/21-22

Mr. Rajan Chaurasiya
1003/10, Shree Niwas Tower
Shankar Rao Naram Path, Lower Parel
Mumbai-400013
India

Ph: +91-9004315139

Dear Rajan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.19 15:31:27 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
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HRD/1001986208/21-22

June 19, 2021

Mr. Rajan Chaurasiya
1003/10, Shree Niwas Tower
Shankar Rao Naram Path, Lower Parel
Mumbai-400013
India

Ph: +91-9004315139

Dear Rajan,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Jun-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Rajan Chaurasiya			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/21-22/1001980765

July 29, 2021

Mr. Rishabh Mishra
Candidate ID: 1001980765
Kamla Nagar
Jasmine Mill Road
Mumbai - 400017
Maharashtra
India
Ph: (91) 76665 43575

Dear Rishabh,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **January 31, 2022** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** will be **INR 222972** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

June 22, 2021

HRD/2T/1001980641/21-22

Ms. Rukhsar Khan
E-404, Penta Galaxy Building
Antop Hill, Mumbai
Mumbai-400037
India

Ph: +91-9769315522

Dear Rukhsar,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 15:52:01 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1001980641/21-22

June 22, 2021

Ms. Rukhsar Khan
E-404, Penta Galaxy Building
Antop Hill, Mumbai
Mumbai-400037
India

Ph: +91-9769315522

Dear Rukhsar,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Jun-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 15:52:01 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Rukhsar Khan			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

Infosys Campus Recruitment Program: List of students selected for a job offer | Operation Executive

Manish Singh <manish.singh41@infosys.com>

Fri 4/16/2021 1:38 PM

To: faisalkhan@apsit.edu.in <faisalkhan@apsit.edu.in>; saima shaikh <saimaalim1412@hotmail.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Cc: Sudhir Kumar Mishra <Sudhir_Mishra01@infosys.com>; Anivesh Joshi <anivesh.joshi@infosys.com>; Ajinkya Wagh <ajinkya.wagh@infosys.com>



Campus Recruitment Program

Dear Professor,

We are delighted to share the list of students from your institute who have successfully cleared the interview round of Infosys Campus Recruitment Program 2020-21. Please refer to the attached excel sheet to see the list.

The results for students who participated in our campus recruitment program but their names are missing from the list will also be shared with you shortly.

Thank you partnering with us for Infosys Campus Recruitment Program this year.

We look forward to a long and successful partnership with you.

Warm regards,
Manish Singh
Talent Acquisition
Infosys Limited

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Date: 18/7/21

Mr. Harshit Soni

Room no. 7, 2nd floor Jhadhavji Jethabhai trust building,
near Anurag building, rajbhavan road walkeshwar
Mumbai-400004

Subject: Appointment for post of Business Development Manager

Dear **Harshit**,

We are pleased to offer you, the position of **Business Development Manager** with Innoviv Info Systems Pvt Ltd (the 'Company'). **Innoviv is group company of Venture Info Systems** based in **Dubai, UAE** and is operational from **2012**.

The detail terms and conditions of the offer are:

1. Commencement of employment

Your employment will be effective, as of **22/08/2021**. Your probation period will be for six months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.

2. Job title

Your job title will be **Business Development Manager**, and you will report to Deodas Amberkar.

3. Compensation & Benefits

The total cost to the company will be **INR 731,000/- pa (INR Rupees Seven Lakh thirty one thousand Only pa)**. The detailed compensation and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Thane, Maharashtra, India. You may however be required to work at any place of business which the Company has or may later acquire. The working time and place will be based on the project that will be assigned to you.

Below are Working days and timings for India Office:

Business Development

Working Days - Sunday to Thursday.

Note - Friday and Saturday Off

Timings- 10.30 hrs. to 19:30 hrs.

Lunchbreak - 30 minutes

5. Leave/Holidays

5.1 You are entitled to Earned leave of 15 days.

5.2 You are entitled to 7 working days of paid Sick/Casual leave.

5.3 The Company shall notify a list of declared holidays in the beginning of each year.

6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

Your specific duties are set out in Schedule II hereto.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward, or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

9. Termination

9.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof.

9.2 You may terminate your employment with the Company, without any cause, by giving no less than 3 months' prior notice or salary for unsaved period, [left after adjustment of pending leaves, as on date].

9.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

9. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data, and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10. Confidential Information

You will observe confidentiality in respect of all transactions and information of the customers of the company or of a subsidiary or of an associate company, and in all matters relating to the business and affairs of the company or of a subsidiary or of an associate company, and will not reveal any of the matters which may come to your knowledge in the course of your employment except where and when required to do so by the Board of Directors, the Managing Directors of the Company in the India, the Senior Manager of the said Department or any other authorized officer of the company or of a subsidiary or of an associate company, or by a Court of Law, or any statutory/ regulatory authority.

The above understanding shall apply to you even after you have ceased to be in the employment of the company for whatever reason.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

13. Governing Law/Jurisdiction

Your employment with the Company is subject to India laws. All disputes shall be subject to the jurisdiction of Mumbai, India only.

14. Retirement Age

You will retire from the services of the Company on reaching the age of 58 years.

15. The Company reserves the right to amend or alter the Terms & Condition of Employment at any time.

16. Further the Company reserves the right and has your consent to debit your salary account for any erroneous transaction which may occur due to any error that will take place and/or any monies due.

17. You will keep in strictest confidence the existence and terms of this letter and will not disclose this letter or its terms to anyone other than your spouse, attorney, or accountant, without the Company's consent.

18. Any falsification of information you provide in your job application, or concealment of material facts, or unsatisfactory report from your former employer based on reference given by you, or unsatisfactory medical fitness report by qualified medical practitioner during the tenure of your service or disclosures of your employment terms to other employees either directly or indirectly would result in immediate termination of your services.

19. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For INNOVIV INFO SYSTEMS PRIVATE LIMITED



Director

Deodas Amberkar

CEO

Schedule I - Compensation Details

Salary Structure -Harshit Soni

Components	Per Annum	Per Month
Basic	2,25,000	18,750
HRA	1,12,500	9,375
Meal Card	15,000	1,250
Conveyance	19,200	1,600
Medical Insurance	10,000	833
Middle East Allowance	36,000	3,000
Other Allowance	27,800	2,317
Telecom / Internet Allowance	6,000	500
BYOD Allowance	30,000	2,500
LTA Reimbursement	22,500	1,875
Provident Fund (Co Contribution)	-	-
Total A	5,04,000	42,000
Quarterly - Innoviv Retention Bonus 9000 paid at end of 4th, 8th and 11th month	27,000	-
*Performance Bonus-Annual	2,00,000	-
Total B	2,27,000	-
ANNUAL CTC	7,31,000	

Note:

1. You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.
2. The salary structure will be modified – plus or minus based on govt rules and added/reduced from additional benefits.
3. Medical Insurance allowance will be given to employee to procure insurance for self and family if any.
4. Leave Travel Allowance: Tax liability will be based on bills being produced in January to match with block of 2 years/4years as per laws.
5. * Performance Incentive will be upto 2,00,000/- and will be based on sales closures and incentive policies decided from time to time.

I hereby declare that I have read, and I accept the terms and conditions of employment.

I also confirm that the information provided by me to the Company about myself is true and

I will abide by the policies of the Company as required from time to time.

Schedule II – Job Roles and Responsibilities

- As a business development manager, you'll identify new business opportunities in order to generate revenue, and help the business grow.
- Increasing client base across Middle East and India
- Having an in-depth knowledge of business products and value proposition
- Writing business proposals
- Managing and retaining relationships with existing clients
- Negotiating with stakeholders
- Identifying and mapping business strengths and customer needs
- Researching business opportunities and viable income streams
- Following industry trends locally and internationally
- Reporting on successes and areas needing improvements
- Maintaining the website and social media presence
- Work closely with your manager to identify new business initiatives based on market movements
- The role will be reviewed regularly for improvements
- Invoicing and payment followup

Signature

Name:

Date

Ref. No.: IPLIT/HR/2021/013

Date: Sunday, August 29, 2021

Akhil Anto Tharayil

17a, Dhavalgiri,
Anushakthinagar,
Mumbai 400094

REG: Offer of Employment as **Software Engineer** with IPLit Solutions LLP

Dear Mr Tharayil,

We are pleased to engage you as **Software Engineer** in IPLit Solutions LLP (“IPLit” or “Company”). IPLit is a Technology Startup company in Healthcare IT, it is established with a mission to build services to influence effortless exchange of information and sharing among healthcare entities, leveraging IT.

We look forward to work closely with you, and seek your professional contribution, that which we are positive would go a long way in the journey of IPLit as well as your professional career.

This letter sets forth the terms and conditions of your appointment which are as mentioned below.

1. Appointment terms

- The Company shall pay you a monthly fee (CTC) of **₹15,000/- (Fifteen Thousand only)** together with applicable service tax, if any, subject to tax deduction at source.
- The Company shall withhold 25% of your fee for the first 6 months, the withheld amount shall be paid with 7th month fee provided you continue to work for the Company.
- The agreement will be renewed annually at the sole discretion; however, it will be reviewed after first 3 month based on your performance evaluation.
- Working days will be Monday to Saturday, with maximum 3 paid leaves for every 3-month working. These leaves shall get lapsed if not utilized.
- Offer is subject to verification of original documents at the time of joining and submitting passing certificate of MSc IT degree before 31st December 2021.

2. Confidentiality of information

- This letter along with the Non-Disclosure Agreement and assignment of inventions agreement (NDA), which as a condition of your appointment, you agree to sign. This forms the complete and exclusive statement of your appointment agreement with the Company. The appointment terms in this letter and NDA supersedes any other agreements or promises made to you by anyone whether oral or written.
- Because you will be exposed to some or all of our confidential information while you are appointed with the Company, your execution of this NDA is a vital inducement to the Company

IPLit Solutions LLP

G-1/12, Phase 5 Brahmand,
Azad Nagar, Thane 400607



to offer you the appointment opportunity described above, without which the Company will not be in a position to employ you.

- This NDA contains important restrictions on your rights to utilize information that you receive from the Company while employed by the Company and on your rights to claim sole ownership of any inventions you may create during your appointment with the Company.
YOU HEREBY ACKNOWLEDGE THAT, IN EXECUTING THE NDA AND THIS AGREEMENT YOU HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT LEGAL COUNSEL AND YOU HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND PROVISIONS OF THE NDA AND THIS AGREEMENT.
- You will be signing the NDA as part of the joining formalities

3. Other terms and conditions

- During your appointment with the Company, you will, at all times, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. You shall not disclose or cause the disclosure of any such data in any manner whatsoever. You will also be responsible for protection and furtherance of the Company's best interest at all times, including after you cease to be on Company's rolls. These obligations are more fully detailed in the NDA.
- It is understood that the Company has a legally protect able interest in among other things, its customers contacts, goodwill and unique clients, and therefore, during your engagement and for a period of 12 months thereafter, you shall not directly or indirectly for yourself or on behalf of any other enterprise, person, firm, partnership, corporation or call upon, solicit, divert or attempt to divert any customer of the Company for the purpose of obtaining its or their patronage, or solicit or sell to any such Client any services or merchandise that is the same or substantially the same as the services or products sold by the Company.
- You will be governed by Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you.
- No Laws or any agreements entered into by you prior to the acceptance of this offer, bind or restrict you in accepting and signing this offer letter and by doing so, you confirm that you have not violated any Laws or Rules or Regulations either in INDIA or otherwise. You hereby understand that during your engagement with the Company, you are not supposed to disclose any information which, you are prohibited from disclosing pursuant to any agreement entered by you with any earlier employer or employers.



- You will devote full time, attention and energies to the business of the Company and during your engagement with the Company you will not engage in any other work or carry out any other business except with the prior written permission of the Company.
- The offer stands void in case you do not join on the date specified in this letter.
- This contract can be terminated at any point on one-month notice.

In the event of any dispute or claim relating to or arising out of your appointment relationship with the Company, this Agreement, or termination of your appointment with the Company for any reason (including, but not limited to, any claims of breach of contract, wrongful termination or age, disability or other discrimination), you and the Company agree that all such disputes shall be fully, finally and exclusively resolved as per the laws of the REPUBLIC OF INDIA.

This agreement may only be modified or amended by a supplemental written agreement signed by you and another authorized member of the Company Board.

Akhil, we look forward to working with you at IPLIT SOLUTIONS LLP and we are positive that we will greatly benefit with your association and your contributions will go a long way towards making Company a world class innovation driven organization.

Please sign and date this letter on the spaces provided below to acknowledge your acceptance of the terms of this Agreement.

Sincerely,
For IPLit Solutions LLP

Sandip Thote
Founder & CEO

ACCEPTANCE:

I have carefully read and understood the terms of this letter and agree that the provisions of this letter are reasonable and necessary, and accept the same irrevocably and unconditionally.

My joining date will be **1-Sep-2021**

Name: Akhil Anto Tharayil
Date:
Place:



IPLit Solutions LLP

www.IPLit.in | info@IPLit.in | +91 83696 82321

24-December-2020

AKASH JITENDRA GUPTA

Applicant Id : D192

Maharashtra-Mumbai

CONTRACT FOR SPECIAL SERVICES

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank Limited & AKASH JITENDRA GUPTA and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered, and AKASH JITENDRA GUPTA has agreed to accept and render services at the Company's office or at such other location as **Kotak Mahindra Bank Ltd** may inform. In the course of performance of your contract, you may be required to oversee the performance of other or others.

1. This contract shall commence from **25-December-2020**, and shall be for a fixed period of **2 Years** commencing from this date. This contract will terminate on **24-December-2022** unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.

2. The details of your remuneration are enumerated in **Annexure A**, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.

3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.

4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.

5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.

6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect or false.

7. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then you shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by and implement "The Corporate Policy manual on confidentiality and code of conduct" as approved by the Company and rules as made applicable from time to time.

9. You shall not at any time during the tenure of this contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by him/her in the course of service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
- b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;
- c) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Information Security Policy.

14. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Company.

15. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

16. Subject to the right of the Company to terminate this employment in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 Months' prior notice to the other.

17. If any term or provision of this contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

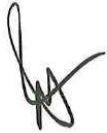
19. This contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and super cedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This contract may be amended by a subsequent written agreement between you and the Company.

20. The contract will terminate by efflux of time on **24-December-2022**. However, the Company will retain the option of extending the contract if it so desires on such terms as the Company deems fit.

21. On completion of your contract, you will hand over the charge to your immediate superior.
22. If you are suspended for any misconduct reported against you at any time pending enquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.
23. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Your's faithfully,
For **Kotak Mahindra Bank Ltd**




Authorised Signatory

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

AKASH JITENDRA GUPTA

Annexure A

Name	AKASH JITENDRA GUPTA	
Role	Sales Executive	
W.E.F	25-December-2020	
Grade	D0	
State – Location	Maharashtra-Mumbai	
Particulars	Monthly	Annual
Basic	11,792	141,504
HRA Allowance	590	7,075
Statutory Bonus	982	11,787
Professional Allowance	0	0
Gross CTC	13,364	160,366
Company PF		16,980
Total CTC	14,779	177,346
Approx Monthly Net	11,749	
<ul style="list-style-type: none"> - Company contribution towards PF is 12% - Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death. 		
Prepared By :  Date: 24-December-2020 <div style="text-align: right; margin-top: 20px;"> <hr style="width: 200px; margin: 0 auto;"/> AKASH JITENDRA GUPTA </div>		

Fwd: Selected for System Admin - L1 - Gravitas, Linedata

Spruha More <spruha.more@vsit.edu.in>

Thu 6/10/2021 1:26 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Get [Outlook for Android](#)

From: Clany Dsouza <Clany.Dsouza@ap.linedata.com>

Sent: Thursday, June 10, 2021 1:25:13 PM

To: Spruha More <spruha.more@vsit.edu.in>

Cc: Darshana Sawlani <Darshana.Sawlani@ap.linedata.com>

Subject: Selected for System Admin - L1 - Gravitas, Linedata

Hi Spruha,

I hope you are doing well.

We would like to inform you that we have selected Aasim Nakhwa for System Admin – L1 Role. Request you to freeze his placement with us.

We will send you the offer letter shortly.

Regards,



Clany Dsouza

Analyst – Talent Acquisition

Human Resources (IN)

601-602, Tower A, 247 Park, L.B.S Marg, Vikhroli West, Mumbai, 400 083

www.linedata.com; Cell: +91 9833696992



P *Respectons ensemble l'environnement. N'imprimez ce message que si nécessaire. Let's respect the environment together. Only print this message if necessary.*

From: Bulbul Bhayani
Sent: 20 July 2021 16:36
To: Kavitha Mohan
Cc: Spruha More; Murali Anantha
Subject: Re: Our intent for Campus Selection process for candidates (year of passing 2021): LOGSTAR

Hello Kavitha,

Find below list of candidates shortlisted for Logstar.

Gauresh Mhatre	gaureshmhatre07@gmail.com	9004737041
Pranav Surade	pranavsurade8@gmail.com	9892067402
Tejas Kolpek	kolpektejas@gmail.com	7021793870

Thanks & Regards,
Bulbul
Admin & Travel Desk
Call : 022-41192263

From: Kavitha Mohan <kavitha.mohan@vsit.edu.in>
Sent: 19 July 2021 14:35
To: Bulbul Bhayani <Bulbul.Bhayani@envecon.com>
Cc: Spruha More <spruha.more@vsit.edu.in>; Murali Anantha <murali.anantha@vsit.edu.in>
Subject: Re: Our intent for Campus Selection process for candidates (year of passing 2021): LOGSTAR

Hello ma'am,

Please find the Meeting link.
Timing is at 4pm.

You're invited to a Teams meeting!

Logstar Interview

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGY5NGRhMTQtNDk0Zi00NzBmLWE5N2EtY2ZiNTQ1ZWm4YjIw%40thread.v2/0?context=%7b%22id%22%3a%221e3bab2c-ff49-4d6c-827a-5017e6fd859c%22%2c%22oid%22%3a%223a7c0364-8194-4f78-a032-8ba1cc168b35%22%7d

Tap on the link or paste it in a browser to join.

Get [Outlook for Android](#)



1st October 2021

Mr. Shravan Shetty

Room no. 12, B Wing,
Gurudatt Society, Opp Telco Company,
Kalyan, Thane – 421 301

Dear Shravan,

With reference to your application and subsequent interviews you had with us, we are pleased to engage you as “**Trainee**” in our Company on the following terms and conditions:

1. You will undergo training for duration of 6 (Six) Months from the date of your joining with a stipend of **Rs. 15,000/- per month** (Rupees Fifteen Thousand Only).
2. On completion of 6 Months, you will be working as **Associate** on a revised Stipend as per your performance and to a maximum of **Rs. 20,000/- per month** (Rupees Twenty Thousand only)
3. On expiry of the said period, Regularization of Employment and CTC, thereafter, will be based on your Performance during the entire 1 year.
4. We would like you to join us on or before **5th October 2021**. If you fail to join us by this date it will be presumed that you are no longer interested in making a career with the company and so this offer would be treated as withdrawn.
5. On Joining you will have to sign a Service Agreement for a period of **2 years** with a Breach Amount of Rs. 3,00,000/- (Three Lakhs Only) (including your Training Period). In case of breach of Service Agreement, the breach amount is not pro-rated and recovery is in full.
6. No other benefits or allowances as paid to the regular employee of the Company shall be admissible to you during training period.
7. During your Training Period the Notice Period applicable is 1 month (30 Days) or as mutually decided. After the completion of Training Period duration, once you are converted to Regular Employee, Notice Period applicability is 3 months (90 Days) and the Service Agreement continues to stay as it is.
8. You shall not take up any employment or any kind of engagement with any of our customers for a period of **Two years** from the date of separation from our company.
9. You will not give out to anyone by word of mouth or otherwise particulars or details of various processes, technical know-how, security arrangements, and administrative and/or organizational matters pertaining to the Company, which may be your personal privilege to know by virtue of your being trained in the Company.
10. The Management will expect you to work in any section/department in which you are placed with a high standard of initiative, efficiency and economy.
11. You will follow general rules of decorum and discipline and shall be subjected to same incoming and outgoing rules of office timings applicable to regular employees of the Company.

CIN No.: U72300MH2010PTC206730 2010 - 11

LogStar ERP India Private Limited

502, Sai Enclave - C Wing ♦ Plot No. 252A ♦ Vikhroli (East) ♦ Mumbai - 400083 ♦ India
www.logstarerp.com



12. The Management may transfer you for training in any section/department of the whether existing at present or to be set up in future as it may consider necessary in its own judgement from time to time.
13. You will devote full time and attention to the work of the Company and will not undertake any indirect business or work honorary or remuneratory, except with the prior permission of the Management in each case.
14. Currently your place of posting is **Mumbai** and subject to change as per Company's requirement.
15. During the training period, you will submit by first of every month, a report reviewing your work, which will also include the details discussed and observations/suggestions you may have to make to your Reporting Manager.
16. You will be entitled for 1 (ONE) day leave in a month during your training period, which will lapse if not availed in the given month. In case you avail more than 1 (ONE) leave per month then they will be treated as LWOP.
17. **It is mandatory to take prior permission from your Reporting Manager before going on a pre-planned Leave.**

We look forward to having you with us soon.

Sincerely yours,

Pradhmesh Bhonsale
Senior Vice President

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

Signature.....
.....

CIN No.: U72300MH2010PTC206730 2010 - 11

LogStar ERP India Private Limited

502, Sai Enclave - C Wing ♦ Plot No. 252A ♦ Vikhroli (East) ♦ Mumbai - 400083 ♦ India
www.logstarerp.com

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Arpit Pednekar

College: Vidyalkankar School of Information Technology

OFFER OF EMPLOYMENT

Dear Arpit Pednekar,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

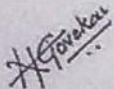
Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Rednekar
27/02/2021

Signature and Date

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Pednekar

Name: _____

Arpit Uddhav Pednekar

Institution Name: _____

Vidyalankar School of Information Technology

Mobile No: _____

9619601832

Date of interview process: _____

03/02/2021 - 16/02/2021

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Jai Kamath

College: Vidyalkar School of Information Technology

OFFER OF EMPLOYMENT

Dear Jai Kamath,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

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2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the CampBuzz Portal (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.


Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

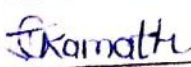
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

Name : Jai Kamath		Date : February 23, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Mediciam Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a
Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H R A will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

- * Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.
- You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.
- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.
- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE 2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC, BCA, BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma No year drop allowed.
Course must complete in:	3 years
SSC, HSC, Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration
Diploma(if applicable), Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	• Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u> (obtained after the interview process) <u>must be attempted and cleared with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness (in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the interview/selection/joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: Jai Kamath

Name: JAI KAMATH

Institution Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Mobile No: 81041629128

Date of interview process: 15-02-2021 - 16-02-2021

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Mohammed Monis Shaikh

College: Vidyalankar School of Information Technology

OFFER OF EMPLOYMENT

Dear Mohammed Monis Shaikh,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

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2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

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As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

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6. Letter Acceptance

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Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Mohammed Monis Shaikh			Date : February 23, 2021		
Salary Grade : AT1					
Components	Rs. p.a.	Rs. p.m.			
Basic		15,000			
Bouquet of Benefits		3,000			
A. Base Salary (PA)	216,000	18,000			
Annual Incentive	10,000				
B. Total Variable (PA)	10,000				
C. Total Target Cash (A+B)	226,000				
Provident Fund (PF)	21,600	1,800			
Gratuity	8,664	722			
Mediclaime Premium	6,773				
D. Retirals & Other Benefits	37,037				
Cost to Company (CTC) C+D	263,037				

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Diploma(if applicable),Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggsregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
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Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
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4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Mayuresh Sukhadare

College: Vidyalankar School of Information Technology

OFFER OF EMPLOYMENT

Dear Mayuresh Sukhadare,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

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2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

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6. Letter Acceptance

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Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Mayuresh Sukhadare		Date : February 23, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA
Diploma(if applicable),Graduation Percentages/CGPA:	NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggsregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results
	<ul style="list-style-type: none"> • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	<ul style="list-style-type: none"> • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____

Date: February 24, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Meraj Khan

College: Vidyalkar School of Information Technology

OFFER OF EMPLOYMENT

Dear Meraj Khan,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.


Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

 27/02/2021
Signature and Date

ANNEXURE-1

Name : Meraj Khan		Date : February 24, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
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Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
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Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

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ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or improvement exams) given soon after the Main exam will <u>NOT</u> be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Diploma(if applicable), Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	• Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> . • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared with the final semester examinations
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
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4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____



Name: _____

Meraj juber Khan

Institution Name: _____

Vidyalankar School of Information Technology

Mobile No: _____

9082155320

Date of Interview process: _____

Tech-13th-02-2021 HR-16th-02-2021

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Nachiket Virkud

College: Vidyalkar School of Information Technology

OFFER OF EMPLOYMENT

Dear Nachiket Virkud,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

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According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Prathamesh Nalawade

College: Vidyalkar School of Information Technology

OFFER OF EMPLOYMENT

Dear Prathamesh Nalawade,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

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As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

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The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Associate Director -
Campus Recruitment,
Learning & OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Prathamesh Nalawade		Date : February 23, 2021
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaim Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year 2021 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information Science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA
	NOTE: <ul style="list-style-type: none"> • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
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Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirement. Non-performance during training/on the job phase is subjected to separation from the organization

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2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date of interview process: _____

Final selects - LTI's virtual Non Engg. drive - 2021 batch (Vidyalankar, Mumbai)

Jay Shah <JayH.Shah@Intinfotech.com>

Wed 2/24/2021 3:36 PM

To: Spruha More <spruha.more@vsit.edu.in>

Cc: Nikhil Govekar <Nikhil.Govekar@Intinfotech.com>; Priyanka Allen <Priyanka.Allen@Intinfotech.com>; Pranjal Agarwal <Pranjal.Agarwal@Intinfotech.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Dear Spruha,
Greetings from LTI !!!

We would like to express our gratitude for your kind support throughout our Non-Engg. 2021 batch virtual selection process.

Attached is the list of final selects offered by LTI for your Institute (Intended to candidates meeting the attached eligibility criteria only).

[Our Offer of Employment has been released to all final selects.](#)

Roadmap ahead on receiving the Offer letter from our 'CampBuzz Portal':

- o Candidate is requested to **Login to our CampBuzz Portal** (CampBuzz Portal ID & Password will be shared in the 'Offer of Employment' Email)
- o Candidate should **mandatorily register** by filling the Candidate Registration form on the portal.
- o Candidates **completing their Registration** on the CampBuzz portal **ONLY will be considered for joining.**

Kindly note that the selection of the candidate is made on the basis of him/her meeting the following conditions (repeating these again to avoid any ambiguity):

1. Meeting the eligibility criteria attached with the e-mail
2. Selected candidate must be ready to sign a 2 year service level agreement with us.
3. Selected candidate must be open for relocation (their job location could be any of our development centres across India).
4. Candidate found medically fit (details on this would be shared in the joining e-mail).

We expect close to 100% Joining ratio from students offered by the Company. This is very crucial in order to continue this rapport with your Institute.

Likewise, in our endeavour to excel through continuous improvement, request your valuable feedback on the overall 'Virtual selection process' experience on the below link:

[TPO Feedback form- Virtual Selection Process \(2021 batch\)](#)

We also urge you to encourage the selected students to keep on adding to their technical & communication skills before they join LTI.

Looking forward to a long and fruitful association with your Institute!

Thanks & Regards,

Jay Shah

Campus Recruitment Team



Larsen & Toubro Infotech Ltd.

Plot No- EL200, TTC Electronic Zone,
Shil-Mahape Road, Navi Mumbai - 400 701, India
M +91 98926 03001



From: Jay Shah

Sent: Thursday, February 4, 2021 7:50 PM

To: 'Spruha More' <spruha.more@vsit.edu.in>

Cc: Nikhil Govekar <Nikhil.Govekar@Intinfotech.com>; Priyanka Allen <Priyanka.Allen@Intinfotech.com>; Pranjal Agarwal <Pranjal.Agarwal@Intinfotech.com>; 'Murali Anantha' <murali.anantha@vsit.edu.in>

Subject: LTI - Details of Recruitment Readiness Session for shortlisted candidates (2021 batch)

Dear Spruha,
Greetings from LTI!!!

This is to inform that the invitation link for **LTI's virtual Recruitment Readiness (RR) Session on 5th Feb' 2021** for all 'registration accepted' candidates has been shared across from our end in batches.

It is mandatory for the candidates to attend this session to know latest updates on the hiring process, understand the end to end virtual hiring platform, re-confirm their eligibility and get queries clarified (if any).

You can also can be a part of this session by clicking on the below link on 5th Feb'2021 @ 3 pm:

Join from the meeting link

<https://ltil.webex.com/ltil/j.php?MTID=m8c18f6ed6ce9fe4da26cb56355741c13>

Join by meeting number

Meeting number (access code): 184 179 5977

Meeting password: hePgi7UST26 (43744787 from phones)

Post the RR session, you can share across a 'common folder link' with candidates to upload their SSC, HSC & Graduation mark sheet soft copies to be evaluated at our end for verification of eligibility criteria. This link can be shared with us latest by Tuesday, 9th Feb' 2021.

Roadmap ahead on the selection process will be shared during the RR session.

Thanking you for your kind support!

Thanks & Regards,

Jay Shah

Campus Recruitment Team



Larsen & Toubro Infotech Ltd.

Plot No- EL200, TTC Electronic Zone,
Shil-Mahape Road, Navi Mumbai - 400 701, India
M +91 98926 03001



From: Jay Shah

Sent: Wednesday, February 3, 2021 3:20 PM

To: Spruha More <spruha.more@vsit.edu.in>

Cc: Nikhil Govekar <Nikhil.Govekar@Intinfotech.com>; Priyanka Allen <Priyanka.Allen@Intinfotech.com>; Pranjal Agarwal <Pranjal.Agarwal@Intinfotech.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Subject: RE: LTI - Campus Apprentice hiring_Non-Engineering & Diploma - 2021 batch - Vidyalankar

Dear Spruha,
Greetings from LTI!!!

Thank you for sharing registration details of candidates.

Attached is the consolidated feedback on registrations - accepted/rejected/need clarity (refer column LTI Status) to be considered for the selection process.

Important Points to Note:

- Registrations have been accepted for candidates confirming to meet our eligibility criteria as per the response submitted by you for attending the RR Session scheduled on Friday, 5th Feb'2021.
- **It is mandatory for all 'registration accepted' candidates to attend the RR Session**
- For the selection process, the attached list of registrations are not termed as the final list. **Candidates meeting ALL the eligibility criteria as per our discussion during the RR session (only) will be considered for the selection process.**
- An updated registration list (eliminating dropouts if any post the RR session) process will be taken post the RR session.
- Registrations rejected are candidates not meeting the eligibility criteria.
- DOB clarity cases are candidates who have not filled the Date of birth correctly

Will await correct details for 'Incorrect DOB' cases (if any).

Likewise, RR Session timings and the meeting invite will be shared across with eligible candidates directly from our end latest by today, 3rd Feb'2021 via CampBuzz@Intinfotech.com mail ID.

Do let know in case of any queries.

Thanks & Regards,

Jay Shah

Campus Recruitment Team



Larsen & Toubro Infotech Ltd.

Plot No- EL200, TTC Electronic Zone,
Shil-Mahape Road, Navi Mumbai - 400 701, India
M +91 98926 03001



From: Spruha More <spruha.more@vsit.edu.in>

Sent: Monday, February 1, 2021 9:35 PM

To: Jay Shah <JayH.Shah@Intinfotech.com>

Cc: Nikhil Govekar <Nikhil.Govekar@Intinfotech.com>; Priyanka Allen <Priyanka.Allen@Intinfotech.com>; Pranjal Agarwal <Pranjal.Agarwal@Intinfotech.com>; Murali Anantha

<murali.anantha@vsit.edu.in>

Subject: Re: LTI - Campus Apprentice hiring_Non-Engineering & Diploma - 2021 batch - Vidyalankar

Hello Sir,

Hope you are doing well.

Please find the attached list of the interested students who are eligible for the drive.

Sir, please let us know about the next step.

Regards

Spruha More
Assistant Professor



Vidyalankar
Educational
Campus
Vidyalankar
College Marg
Mumbai –
400 037.
Tel No. : 022
2416 1126 ext
3002

www.vsit.edu.in

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From: Jay Shah <JayH.Shah@Intinfotech.com>
Sent: Wednesday, January 27, 2021 7:23 PM
To: Spruha More <spruha.more@vsit.edu.in>
Cc: Nikhil Govekar <Nikhil.Govekar@Intinfotech.com>; Priyanka Allen <Priyanka.Allen@Intinfotech.com>; Pranjal Agarwal <Pranjal.Agarwal@Intinfotech.com>
Subject: LTI - Campus Apprentice hiring_Non-Engineering & Diploma - 2021 batch - Vidyalankar

Dear Shobha,
Greetings from LTI!!!

We are pleased to inform you that we will be conducting our apprentice hiring process for **Non-Engineering & Diploma candidates of Year-2021 batch in the month of February 2021.**

Accordingly, we are looking forward to hire best talent from your campus through a virtual drive.

Please find attached the selection process details and eligibility criteria (Year-2021 batch). The terms of employment are mentioned in the selection process document.

Kindly share across details of eligible candidates in the attached excel format latest by Monday, 1st Feb'2021.

We will accordingly confirm the list of shortlisted candidates for this process along with the schedule for the Recruitment Readiness (RR) Session and the Online test.

Please Note: Candidates will be explained about the end to end virtual selection process during the RR session.

You can reach out to me on my number +91 9892 603001 in case of any queries.

Looking forward to your earliest revert.

Thanks & Regards,

Jay Shah
Campus Recruitment Team



Larsen & Toubro Infotech Ltd.
Plot No- EL200, TTC Electronic Zone,
Shil-Mahape Road, Navi Mumbai - 400 701, India
M +91 98926 03001



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Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Shivam Singh

College: Vidyalkar School of Information Technology

OFFER OF EMPLOYMENT

Dear Shivam Singh,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



Date: August 17, 2021
Ref: LTI/HR/Campus/NE1/2021
Name: SHRINATH PATIL
College: Vidyankar School Of Information Technology

OFFER OF EMPLOYMENT

Dear SHRINATH PATIL,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

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Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.lntinfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.


The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

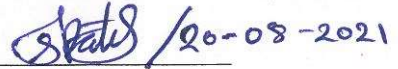
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Director - Campus
Recruitment, Learning
& OD

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

Name	: SHRINATH PATIL	Date	: August 17, 2021
Salary Grade	: AT1		
Components	Rs. p.a.	Rs. p.m.	
Basic			15,000
Bouquet of Benefits			3,000
A. Base Salary (PA)	216,000		18,000
Annual Incentive	10,000		
B. Total Variable (PA)	10,000		
C. Total Target Cash (A+B)	226,000		
Provident Fund (PF)	21,600		1,800
Gratuity	8,664		722
Mediclaime Premium	6,773		
D. Retirals & Other Benefits	37,037		
Cost to Company (CTC) C+D	263,037		

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Off Campus (Year 2021 Batch)	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information science and Electronics
Age Criteria: As on 1st July of Passing year (2021)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	3 Years
SSC, HSC Percentage / CGPA:	50% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> • SSC/HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration
Diploma(if applicable), Graduation Percentage/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> • Aggregate of 60% & above or equivalent CGPA must be obtained after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state First Class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u>. • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared with the final semester examinations
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE /State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of hiring.
2. I am aware that this hiring process is completely free of cost
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement
5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

SPati

Name: _____

Shrinath Patil

Institution Name: _____

Vidyalankar School of Information Technology

Mobile No: _____

8779726913



17th August 2020

To,
Mansoor Mithaiwala,

Subject: Offer Letter

Dear **Mansoor,**

It was a pleasure meeting you during your interview for the position of **Jr. Full Stack Developer** at Noesis earlier this month. Your application has been carefully reviewed, and I am pleased to offer you the position of Jr. Full Stack Developer in our organization.

As discussed, your date of joining would be **18th August 2020**.

Your performance will be reviewed over a period of time, with the option of consideration of future promotions as deemed appropriate. Thank you for your interest in Noesis.

Your next financial appraisal will be on or after April 2021.

Allow me to be the first to congratulate you on this offer. I look forward to working with you at the earliest this year.

Signing this offer letter implies acceptance and binds you with the rules and regulations specified in the Company's Employee Manual as may be amended and intimated to you from time to time.

Your employment shall be subject to transfer to any of the group companies/firms of Noesis.

Siddharth Bhansali

Director
Noesis Knowledge Solutions Private Limited

Location: Mumbai

Annual Cost to Company: Rupees Two Lac Sixty-Four Thousand Only (Rs. 2,64,000/- p.a.)

SALARY HEADS	MONTHLY	ANNUALLY
Basic	14000	168000
HRA	0	0
LTA	0	0
Mobile Reimbursement	0	0
Bonus	1980	23760
CCA	3418	41016
Variable**	0	0
ESIC (Employer Contribution and allied expenses) 3.25% of Gross Salary	652	7824
PF (Employer Contribution and allied expenses) 13% of Basic + SA	1950	23400
Medical Insurance	0	0
Total Fixed Salary	22000	264000
COST TO COMPANY	22000	264000
GROSS SALARY (Less Employer PF Contribution and Medical Insurance)	19398	232776
Deductions***		
Less: Employee deduction-PF	1800	21600
Less : ESIC (Employee Contribution) 0.75% of Gross Salary	150	1800
Less: Profesional Tax	200	2400
NET TAKE HOME****	17248	208776
*Basic Salary - Includes Special Allowance as per the minimum amount prescribed under updated applicable laws		
**Paid annually subject to performace as per Annuxure 1		
***Subject to State of Maharashtra Welfare deduction as applicable		
****Subject to TDS Deductions as applicable		
Mediclaime Insurance of Rs200,000 is applicable		
For taxation purpose, the reimbursement bills to be submitted mandatorily		
Management reserves the right to restructure the CTC as and when required without changing the overall CTC		



Mutual Exit Clause: 30 days' prior written notice and this period shall be excluded for computing the minimum commitment clause (Negligence of the same results in forfeit of last month's salary).

I hereby acknowledge and accept all the organizational policies including the Employee Manual of the Company, as may be amended and notified time to time.

Accepted and Received	Siddharth Bhansali
Mansoor Mithaiwala	Director Noesis Knowledge Solutions Private Limited

Welcome to NeoSOFT Family

Anushka Nair <anushka.nair@neosofttech.com>

Sat 5/8/2021 3:53 PM

To: mauryav87@gmail.com <mauryav87@gmail.com>; shreekantmn16@gmail.com <shreekantmn16@gmail.com>; emraanshaikh619@gmail.com <emraanshaikh619@gmail.com>

Cc: Murali Anantha <murali.anantha@vsit.edu.in>; Mahima neosoft <mahima.singh@neosofttech.com>

Dear All,

Hope you are doing well and safe during this pandemic time.

On behalf of the NeoSOFT team, I would like to congratulate you on your selection as "*Trainee Software Engineer*" with us.

Please treat this email as a personal confirmation on your selection. Due to some internal technical issues, the offer letters has been bit delayed from our end but be rest assured you will receive the same very soon along with your Date Of Joining tentatively to be in June-July.

Please stay safe till then and keep learning :-)

A hearty Congratulations once again !!

In case of any concerns, feel free to revert to this email or call me on my number mentioned below.

Best Regards,

Anushka Nair

NeoUniversity Team
(The Campus Cell of NeoSOFT Technologies)

Skype ID : live:.cid.5bd0097afee74bc5

Mobile : +918097289205

Email ID : anushka.nair@neosofttech.com



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www.neosofttech.com

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**MAKE A
DIFFERENCE**
TOGETHER WE'LL BRING A CHANGE

NeoSOFT[®]
TECHNOLOGIES

Ms. Himani Jain

28th May 2021

Offer Confirmation

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organization on the following terms and conditions:

Date of Joining: You are expected to join duty on **15th June 2021**.

Joining Location: Mumbai

During your training period for the first 3 months from the date of Joining, you will get stipend of Rs.10,000/- Per Month.

Remuneration: Your Annual Total Employment Cost to the company after 3 months would be **Rs.2,60,000/- Per Annum (Two Lakhs Sixty Thousand Rupees Only)**. This comprises of your salary and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **27 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Yours Sincerely,
For NeoSOFT
Technologies
Rohan Ghure
HR Manager

ANNEXURE 'A'
SALARY
DISTRIBUTION

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	1,86,000
House Rent Allowance	4,021	48,253
Bonus	1,400	16,800
Total	20,921	2,51,053
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	21,667	2,60,000
Total Cost To Company	21,667	2,60,000
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	20,721	2,48,653

Insurance Coverage	Annual Amount
Group Medical Coverage	2,00,000
Group Personal Accident	10,00,000

Notes:

1. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any underwithholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.
2. In case where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
3. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you.

- ++ Employee's contribution towards PF and Employee's contribution towards ESIC will be made from monthly salary (if applicable).
- ++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

A. The following statutory elements are included in the compensation package stated above: (If applicable)

1. **Provident Fund** - You will be covered under the Employee's Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by government from time to time. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.
2. **Gratuity** - Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for the gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above mentioned compensation.
3. **ESIC** - As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

B. As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. **Group Medical Insurance** - In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.
2. **Group Personal Accident Insurance** - In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure
3. **Annual Leave/Public Holidays** - You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.
4. You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies

NeoSOFT Technologies - Final Selects

Anushka Nair <anushka.nair@neosofttech.com>

Sat 5/15/2021 3:46 PM

To: Spruha More <spruha.more@vsit.edu.in>; Murali Anantha <murali.anantha@vsit.edu.in>

Cc: Mahima neosoft <mahima.singh@neosofttech.com>

Dear Murali,

We are to inform you that **Himani Jain and Shivam Gupta have qualified** the final round and selected to work with us as 'Trainee Software Engineer'.

Hearty Congratulations to Himani and Shivam !!

Best Regards,
Anushka Nair

On 08-05-2021 12:36, Anushka Nair wrote:

Received. Thank You.

On 08-05-2021 12:30, Spruha More wrote:

Respected Mam,

As requested, please find the attachment of resumes.

Regards

Spruha More
Assistant Professor

VSIT | Vidyalankar School of
Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3002
www.vsit.edu.in

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From: Anushka Nair <anushka.nair@neosofttech.com>
Sent: Friday, May 7, 2021 8:46 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>
Cc: Mahima neosoft <mahima.singh@neosofttech.com>
Subject: NeoSOFT Technologies - Interview Process - 8th May

Dear Officer,

As informed, below is the 2nd list of shortlisted candidates, :

They will have their **Technical Interview round tomorrow** (8th May, 2021), please find the time slot and Interview link below:

1. Himani Jain 5.30 PM
2. Shivam Gupta 6.00 PM

Interview Link - <https://meet.google.com/brf-tnxj-fft>

Strictly Follow the below Guidelines :

- The interview is supposed to be conducted on **Google Meet**.
- The candidate must be required to keep your video on throughout the interview.
- Please keep a **check on the internet connectivity** and join via **Laptop or desktop only**.
- Candidate must pay keen attention to the **Date and Time** of their interview and join the **assigned google link**.
- In case there is any delay in starting the meeting, candidate must wait until allowed into the meeting.
- There might be some **coding questions** for which candidate can use the 'Whiteboard' in the meeting or a word document on their Laptop/Desktop and share their screen.
- The candidate must be ready for their interview around **25 minutes to 30 minutes before their assigned time**, as there may be possible rescheduling of slots.

Any other issues faced thereafter, must be **immediately brought into notice of the NeoSOFT team** via the college placement coordinator.

If the candidate fails to communicate the issue forthwith, the management will not entertain, and **possibly lead to disqualification** from the process.

Thanks & Regards,

Anushka Nair

NeoUniversity Team
(The Campus Cell of NeoSOFT Technologies)

Skype ID : live:.cid.5bd0097afee74bc5

Mobile : +918097289205

Email ID : anushka.nair@neosofttech.com



The Proven, Trusted & Reliable - IT OUTSOURCING PARTNER

H.O: The Ruby, Unit No-5, 4th Floor, 29 Senapati Bapat Marg, Dadar (w) Mumbai - 400 028, INDIA.

INDIA: +91 22 40500600 | USA: +1 347 779 2385 | UK: +44 203 355 7938 | AU: +61 29 191 6546

www.neosofttech.com

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--

Anushka Nair

NeoUniversity Team
(The Campus Cell of NeoSOFT Technologies)

Skype ID : live:.cid.5bd0097afee74bc5

Mobile : +918097289205

Email ID : anushka.nair@neosofttech.com



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--

Anushka Nair

NeoUniversity Team
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Skype ID : live:.cid.5bd0097afee74bc5

Mobile : +918097289205

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**MAKE A
DIFFERENCE**
TOGETHER WE'LL BRING A CHANGE

NeoSOFT®
TECHNOLOGIES

Mr. Shivam Gupta

28th May 2021

Offer Confirmation

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organization on the following terms and conditions:

Date of Joining: You are expected to join duty on **15th June 2021**.

Joining Location: Mumbai

During your training period for the first 3 months from the date of Joining, you will get stipend of Rs.10,000/- Per Month.

Remuneration: Your Annual Total Employment Cost to the company after 3 months would be **Rs.2,60,000/- Per Annum (Two Lakhs Sixty Thousand Rupees Only)**. This comprises of your salary and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

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We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Yours Sincerely,
For NeoSOFT
Technologies
Rohan Ghure
HR Manager

ANNEXURE 'A'
SALARY
DISTRIBUTION

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	1,86,000
House Rent Allowance	4,021	48,253
Bonus	1,400	16,800
Total	20,921	2,51,053
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	21,667	2,60,000
Total Cost To Company	21,667	2,60,000
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	20,721	2,48,653

Insurance Coverage	Annual Amount
Group Medical Coverage	2,00,000
Group Personal Accident	10,00,000

Notes:

1. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any underwithholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.
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- ++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

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Regards,
Human Resource
For NeoSOFT Technologies

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DIFFERENCE**
TOGETHER WE'LL BRING A CHANGE

NeoSOFT[®]
TECHNOLOGIES

Mr. Vivek Maurya

28th May 2021

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Technologies
Rohan Ghure
HR Manager

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4. You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies

From: Nucsoft HR
Sent: 06 July 2021 19:01
To: Spruha More
Cc: Murali Anantha; Padma Kapse
Subject: Joining of BSC IT Students from your College
Importance: High

Dear Spruha,

As discussed with you after 2 rounds of interview 3 students were shortlisted -

- Shraddha Kasar
- Pratiksha Jadhav
- Muskan Gupta

We want them to join tomorrow itself. As discussed earlier students will have to sign a service contract for 24 months or 36 months which ever they opt for. On the basis of that we will issue them the salary structure.

Please ask them to get following documents.

1. Birth Certificate original as well as photocopy
2. Academic and Professional Qualification Certificates - Originals as well as photocopies
3. Experience Certificates (If applicable) - Originals as well as photocopies
4. Two reference letters (not from your relatives)
5. Four recent passport size and four stamp size photographs with red colour background
6. A fitness certificate from a medical practitioner stating your blood group (MBBS Doctor)
7. Passport - Original as well as photocopy or acknowledgement copy of passport application
8. PAN card & Aadhar card details
9. Address Proofs: - permanent as well as rented (if any)
10. A surety for signing of the service contract

They have to report to office by 10.00 am along with their surety to sign the service contract. Our office address is given below

Nucsoft Ltd.
301/302, Wing A, Sagar Tech Plaza,
Andheri Kurla Road, Saki Naka,
Andheri (East), Mumbai – 400072.

Thanks & Regards,
Priya Chitnis – Sr.Officer – HR & Admin
NUCISOFT | INDIA | UK
Email | priya_chitnis@nucsoft.in
Mobile [9324803164](tel:9324803164)

RE: Student details

Ankita Guha <ankita.guha@qualitykiosk.com>

Tue 6/1/2021 11:07 AM

To: Spruha More <spruha.more@vsit.edu.in>; Murali Anantha <murali.anantha@vsit.edu.in>

Cc: 'Shraddha Satere' <shraddha.satere@qualitykiosk.com>

Hi Murali,

Please find the status below of the students-

Rushikesh Toraskar is a select will be joining on 3rd June 21.

Shafiulla Sanaullah Khan is a reject

Shravan Shetty is a reject

Deepak Mourya is a reject

Mohammed Rashid J Khan is a reject.

Rohan Kumar Mahesh Chinta was not interested.

Rushabh Gupta seems not interested.

Regards

Ankita

From: Spruha More <spruha.more@vsit.edu.in>

Sent: 28 May 2021 13:26

To: Ankita Guha <ankita.guha@qualitykiosk.com>; Murali Anantha <murali.anantha@vsit.edu.in>

Cc: 'Shraddha Satere' <shraddha.satere@qualitykiosk.com>

Subject: Re: Student details

CAUTION: This E-mail has been received from an external source. Please review carefully before clicking on any links or opening attachments.

Hello mam,

Please find the name of the students who are available today for interview.

I have informed them.

Mohammed Rashid J Khan

Rushabh Gupta

Rohan Kumar Mahesh Chinta

Regards

Spruha More

Assistant Professor

Vidyalankar
Educational
Campus
Vidyalankar
College Marg
Mumbai –
400 037.
Tel No. : 022
2416 1126 ext
3002

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From: Ankita Guha <ankita.guha@qualitykiosk.com>

Sent: Friday, May 28, 2021 12:27 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Cc: Spruha More <spruha.more@vsit.edu.in>; 'Shraddha Satere' <shraddha.satere@qualitykiosk.com>

Subject: RE: Student details

Hi Muri,

Please find below details, my team tried reaching out to all the students-

RNR- Ringing not receiving
In colour green- Scheduled for today.
Please check with the other candidates if they are available.

Full Name	Mobile	Course	Graduating Year	SSC %	Diploma / HSC	Diploma / HSC %	Graduation CGPA	Masters CGPA	Remarks
Ashutosh Shashikant Panchal	8169606129	BSc IT	2021	78.60%	HSC	69.85%	7.24	NA	Bycalla- Location Constrain
Bhakti Vilas Sawant	9820493409	BSc IT	2021	71.00%	Diploma	56.06%	9.50	NA	Can not be considered
Divesh Sudhir Jalandriya	9167341306	BSc IT	2021	79.40%	HSC	65.04%	9.26	NA	Mumbai Central- Location Constrain
Mohammad Faizaan Mujawar	7208119967	BSc IT	2021	88.20%	HSC	63.85%	9.32	NA	RNR
Mohammed Rashid J Khan	7666060293	BSc IT	2021	54.60%	HSC	51.23%	8.00	NA	RNR
Rushabh Gupta	9619645474	BSc IT	2021	80.81%	HSC	60.61%	9.60	NA	RNR
Rushikesh Toraskar	9920833781	BSc IT	2021	78.20%	Diploma	65.76%	8.30	NA	Kalyan- Scheduled today
Shafiulla Sanaullah Khan	9820139966	BSc IT	2021	83.00%	HSC	51.69%	8.20	NA	Sion-Scheduled today
Shaikh Muskan Abdul Kadier	7045741619	BSc IT	2021	70.20%	HSC	56.62%	8.88	NA	Can not be considered
Shravan Bhosale	7276491789	BSc IT	2021	58.40%	HSC	48.15%	6.36	NA	Currently in Ratnagari
Shravan Shetty	8169094743	BSc IT	2021	75.60%	HSC	50.00%	7.64	NA	Siwri-Scheduled today
Sonali Satyanarayan Jaiswal	8928203172	BSc IT	2021	67.40%	HSC	73.38%	7.70	NA	Can not be considered
Abhishek Misal	8879189563	MSc IT	2021	58.60%	HSC	48.77%	9.02	9.00	RNR
Deepak Mourya	8779550714	MSc IT	2021	49.59%	HSC	57.54%	6.87	9.08	Sion- Scheduled today
Mohsin Shaikh	8655671562	MSc IT	2021	70.00%	HSC	52.00%	8.30	8.10	Mahim- Location constrain
Rohan Kumar Mahesh Chintal	9967059272	MSc IT	2021	68.88%	HSC	54.62%	8.40	8.80	RNR

Regards
Ankita

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: 21 May 2021 21:08
To: Ankita Guha <ankita.guha@qualitykiosk.com>
Cc: Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Student details

CAUTION: This E-mail has been received from an external source. Please review carefully before clicking on any links or opening attachments.

Dear Ankita, I added the line of Rukshar's interview in error in this email. Was meant to be part of another email. Sorry about that. Please ignore that line.

Regards,

Murali.

On 21 May 2021 5:31 pm, Murali Anantha <murali.anantha@vsit.edu.in> wrote:

Dear Ankita,

As discussed am sharing details of those students who are interested in the job placement at QualityKiosk. Am sharing an excel file and a zip file containing the resumes of the students.

Kindly let us know the next steps.

We have notified Rukhsar about her interview for tomorrow.

For this set of students, please keep Spruha in the loop on further communications.

Regards,

Murali Anantha
Training and Placement Officer



Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
www.vsit.edu.in

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05-AUG-2019

Letter Of Appointment

To,
Mr. Abhishek Jagtap
108 Petunia Everest Country Side, ,
Kasarvadvli, Ghodbunder Road
Near Kasarvadvli Lake

Dear Mr. Abhishek,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/1273843/BOM/Business Process Outsourcing Services/BTN dated 30-Jul-2019 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 05-AUG-2019.

Your Trainee ID is 1750533.

I take this opportunity to extend you a warm welcome to the TCSL Family!

Yours sincerely,
For TATA Consultancy Services Limited

GIRISH V NANDIMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com

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



Offer: Computer Consultancy
Ref: TCSL/DT20217820174/Mumbai
Date: 18/07/2021

Mr. Iqbal Basar Shaikh
Mahalaxmi Race Course 2nd Enclosure Gate No.8 Keshavrao Khadve Marg,
Race Course,
Mumbai-400034,
Maharashtra.
Tel# 91-9167421558

Dear Iqbal Basar Shaikh,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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2

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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3

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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



12. TATA Code of Conduct

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

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

14. Retirement

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

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

18. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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



documents

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

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



23. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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



GROSS SALARY SHEET

Annexure 1

Name	Iqbal Basar Shaikh
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



17-AUG-2020

Letter Of Appointment

Ms. Munira Tashrifwala
TCS - Mumbai

Dear Ms. Munira,

Further to your acceptance of our offer letter vide TCSL/DT20195879089/- Mumbai dated 03-Jan-2020 we are pleased to appoint you in our organisation in grade YG as Graduate Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 17-AUG-2020 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1838476.

Yours sincerely,
For TATA Consultancy Services Limited

VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



Offer: Computer Consultancy
Ref: TCSL/DT20217689983/Pune
Date: 27/05/2021

Mr. Sahil Rajesh Sharma
Room No 5, Bhagyoday Rahiwashi Sangh, Harbaqas Singh Chawl Antophill Road, Wadala (East), Mumbai
Bhimwadi,
Mumbai-400037,
Maharashtra.
Tel# -

Dear Sahil Rajesh Sharma,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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



12. TATA Code of Conduct

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

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

14. Retirement

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

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

18. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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



documents

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

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



23. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Sahil Rajesh Sharma
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20207080034/Trivandrum
Date: 07/09/2021

Ms. Sanchita Vilas Chendurkar
1103/Khapridev C.H.SG.D. Ambekar Margh, Parel Bhoiwada,
Rashtriya Mill Mazdoor Sangh,
Mumbai-400012,
Maharashtra.
Tel# -7738551045

Dear Sanchita Vilas Chendurkar,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20207080034

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Program.

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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



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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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



20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Sanchita Vilas Chendurkar
Designation	Assistant System Engineer-Trainee
Institute Name	Vidyalankar Institute Of Technology, Mumbai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Business Process Services
Ref : TCS /2020-21/BPS-BPO1/1726291
Date: 25-Jun-2020

Ms. Shivani Waze
Mumbai

Sub: Letter of Offer and Terms of Employment

Dear Shivani Waze,

We are pleased to inform you that upon your successful completion of the traineeship, in terms of clause 1 under the heading "Terms of Traineeship" in our "Offer of Traineeship", you are absorbed in the regular employment of the company at the position of Process Associate in Grade BPO1 with effective from 01-Jun-2020 at TCSL, Mumbai on the following terms and conditions.

Your gross salary including all benefits will be Rs. 2,67,893/- per annum. Annexure I provides a break-up of the compensation package.

Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

Kindly confirm your acceptance of this offer by signing Annexure I. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of TCSL. You may hand over your acceptance letter to the HR Officer.

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office: Nirmal Building 9th Floor Nariman Point Mumbai 400 021



COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below.

FIXED COMPENSATION

Basic Salary

Your Basic Salary will be Rs. 10,650/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service"(GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The company will be deducting tax at source as per income tax guidelines.

House Rent Allowance

Your HRA will be Rs. 3,728/- per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

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Food Card

Food card, an electronic pre-paid card, can be set up to a maximum of **Rs. 3,000** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

Night Shift Allowance

TCS has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client requirement will be eligible for Night Shift allowance. In order to avail this allowance the associate must work between 11.30 p.m. and 06.30 a.m. IST excluding break. The night shift allowance will be paid post tax along with monthly salary. Shift allowance is based on existing policy of the company and it reserves the right to change/ discontinue the allowance structure from time to time at its discretion.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **Rs. 2,100/-** per month.

This shall be treated as productivity bonus in lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 500/-** per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

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OTHER BENEFITS

Health Insurance Scheme

You are covered by the Group Health Insurance Scheme. This is in addition to the benefits that you are entitled to receive from the Employees' State Insurance Corporation (ESIC). Under the HIS scheme, you and your dependents will be entitled for Rs. 5,00,000/- as family floater coverage towards hospitalization expenses.

Group Life Insurance

You are covered under Group Life Insurance (GLI), the premium for which is borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.

RETIRALS

1. Provident Fund:

The company will contribute 12% of your basic salary every month as contribution to the Provident Fund.

2. Employee State Insurance:

You will be covered under Employee State Insurance Act and scheme framed thereunder as may be applicable to you from time to time.

3. Gratuity:

You will be eligible for gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity.

As per statutory requirement you will have to submit nomination Forms for Provident Fund and Gratuity Fund. You need to update Nomination at Ultimatix --> Employee Services --> Employee Self Services ---> Global ESS --> Benefits and Taxes --> Nomination Forms.

TERMS OF EMPLOYMENT:

1. Working Hours:

You may be required to work in shifts and / or in extended working hours, as permitted by law.

2. Leave :

You will be eligible for leave as per the Company's Leave Policy.

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3. Mobility :

The company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

4. Increments and Promotions:

Your merit, performance and contribution to the company will be one of the most important consideration for salary increments and promotions. Salary increments and promotions will be based on the company's Compensation and Promotion policy. Increments shall not be automatic and shall depend on several factors like company's performance, your individual performance and contribution to the organization, attendance, behaviour and conduct during the period under review as per the Company's policy as may be applicable from time to time.

5. Alternate Employment:

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

6. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of the company and its clients.

7. International Deputation Agreement:

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.

8. TATA Code of Conduct:

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

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9. Retirement:

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

10. Notice Period:

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

This contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and / or conduct during the period of probation is found to be unsatisfactory / incompatible.

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

11. Arbitration:

If any dispute or controversy arises between you and the company with respect to this contract of employment, the parties to this contract shall first endeavour to co-operate to resolve the dispute or controversy by mutual consultation and agreement. In the event of the Employee's breach of the commitment specified in all the clauses of this contract and all other disputes, claims etc arising out of this contract, shall be referred to the Arbitrator nominated by Tata Consultancy Services, under the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications made thereof from time to time.

The venue of the arbitration shall be Mumbai, India, and the parties shall be subject to the jurisdiction of the Courts in India, which shall have exclusive jurisdiction in proceedings regarding the enforceability of this contract to arbitrate.

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12. Letter of Appointment:

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

13. Terms and Conditions:

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

14. Employment in India:

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

15. Rules and Regulations of the Company:

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

16. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCS in withdrawing this offer letter at its sole discretion

We look forward to having you in our global team.
Yours Sincerely,

Girish Nandimath
Head Talent Acquisition – India

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ANNEXURE I

The details of your India compensation and benefits are given below. The CTC and its components are subject to review and change, based on the prevailing regulatory framework. Taxation will be governed by the Income Tax rules and the Company will be deducting tax at source as applicable.

Component Category	Annual
BASIC SALARY	1,27,800
BOUQUET OF BENEFITS*	75,780
CITY ALLOWANCE#	6,000
RETIRALS	
Provident Fund	15,336
Gratuity	6,147
PERFORMANCE PAY**	
Monthly Performance Pay	25,200
TOTAL SALARY	2,56,263
INSURANCE	
Health Insurance®	4,000
Employees' State Insurance®®	7,630
CTC	2,67,893
Life Insurance\$	1,352

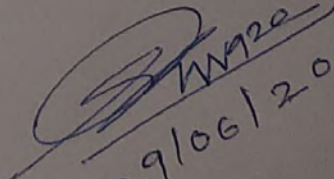
Specific to India and is linked to base location. Will be discontinued while on international assignment. Allowance is subject to review.

**In lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

® Premium for Health Insurance Scheme for self and dependants borne by TCS.

®® Contribution towards Employees' State Insurance borne by TCS.

\$Premium for Group Life Insurance (GLI) borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.


29/06/2020

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Table 2: TCS Defined Structure for Bouquet of Benefits

Component Category	Annual
House Rent Allowance	44,730
Leave Travel Allowance	10,650
Food Card	20,400
BOUQUET OF BENEFITS	75,780

To design your Bouquet of Benefits access the Link to BoB in the Global Employee Self Service Link in Ultimatix.

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Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206356570/Mumbai/BPS/BTN
Date: 19/02/2021

Ms. Shruti Bhalchandra Keluskar
E8 Room No 6 Muncipal Colony Sg Barve Nagar Ghatkopar West Mumbai 400084
Barve Nagar
Muktabai Hospital
Mumbai-400084
Maharashtra
Tel# 91-9029629638

Dear Ms. Shruti Bhalchandra Keluskar,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **16,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of Traineeship, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. **Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written



permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. TATA Code of Conduct:

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

9. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment (if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.



13. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. Personal Data Processing:

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

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

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

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

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

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

16. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

17. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

K Ganesan
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20206356570/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Restriction on Associate's Rights

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

8. No License

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

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:

Offer Letter

26th Apr 2021

To
Michelle Joaquim Fernandes.

Dear Michelle,

We are delighted to offer you position in **Upstep Academy LLP as Chess Trainer** and we seek for your commitment to deliver outstanding quality and result that exceeds our expectations.

In addition, we expect your personal accountability in all products, action, advice and results that you provide as a Representative of **Upstep Academy LLP**. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

We are confident you will find the new opportunity both challenging and rewarding. The following points outline the *terms and condition* we are proposing.

Designation: Chess Trainer

Date of Joining: 26 Apr 2021

As of now, due to pandemic situation, your initial place of work will be from your home. However, your services, based on job requirement, can be transferred to any of our other division / concerns whether in existence or planned in the future within India or elsewhere.

Your annual CTC will be **Rs. 2,58,000/- (including Employer's share towards your PF, etc.), excluding incentive, as decided annually by the management + Incentive will be based on working hours.**

On joining **Upstep Academy LLP**, you shall be on *probation* for **6 months, which can be extended for further**, during which your performance will be regularly reviewed. On satisfactory performance, you will be issued a letter of confirmation.

After a period of 1 year, based on your performance & the growth of our Company, your growth plan & remuneration can be carved.

During your probation period, you are required to give at least two months' prior notice or gross salary in lieu thereof to the management, before resigning.

After completion of 1 year, you will be required to give at least **1-month** prior notice or gross salary in lieu thereof to the management, before resigning.

During the probation period, management has full authority to terminate you at any point of time, without assigning any reason for the same.

Registered Address

1204, Valentina Building, Lodha Paradise, Majiwada,
Off Eastern Express Highway, Thane (W) 400601
GST No. : 27AAGFU6954M1ZE

During course of your service with **Upstep Academy LLP**, you will not engage yourself in any business, profession, vocation without prior permission of the management. If you are found indulging in any sort of activity without the knowledge of the management, then the management reserves the right to take appropriate action which might result in your termination.

Documents Required

- Proof of Residence Address
- PAN Card
- Aadhar Card
- 10th Certificate
- 12th Certificate
- Graduation Certificate
- Experience Letter and Salary Slip (last 3 months)

Upstep Academy LLP is an upcoming organization, working on providing best results and satisfaction to the clients and we look forward to have you with us. We trust that you will find your work here interesting and will not only grow with us but also help in organizational growth.

You are required to sign and submit a copy of this letter of offer as a token of your acceptance of our terms and conditions, along with the documents within *2 days* from the date of this letter, falling which this letter of offer will be treated as withdrawn.

Thank you.



Salil Ghate
(Managing Partner)

Signature _____
Employee Name & Date

Registered Address

1204, Valentina Building, Lodha Paradise, Majiwada,
Off Eastern Express Highway, Thane (W) 400601
GST No. : 27AAGFU6954M1ZE

Offer Letter

26th Apr 2021

To
Saad Haque.

Dear Saad,

We are delighted to offer you position in **Upstep Academy LLP as Chess Trainer** and we seek for your commitment to deliver outstanding quality and result that exceeds our expectations.

In addition, we expect your personal accountability in all products, action, advice and results that you provide as a Representative of **Upstep Academy LLP**. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

We are confident you will find the new opportunity both challenging and rewarding. The following points outline the *terms and condition* we are proposing.

Designation: Chess Trainer

Date of Joining: 26 APR 2021

As of now, due to pandemic situation, your initial place of work will be from your home. However, your services, based on job requirement, can be transferred to any of our other division / concerns whether in existence or planned in the future within India or elsewhere.

Your annual CTC will be **Rs. 2,58,000/- (including Employer's share towards your PF, etc.), excluding incentive, as decided annually by the management + Incentive will be based on working hours.**

On joining **Upstep Academy LLP**, you shall be on *probation* for **6 months, which can be extended for further**, during which your performance will be regularly reviewed. On satisfactory performance, you will be issued a letter of confirmation.

After a period of 1 year, based on your performance & the growth of our Company, your growth plan & remuneration can be carved.

During your probation period, you are required to give at least two months' prior notice or gross salary in lieu thereof to the management, before resigning.

After completion of 1 year, you will be required to give at least **1-month** prior notice or gross salary in lieu thereof to the management, before resigning.

During the probation period, management has full authority to terminate you at any point of time, without assigning any reason for the same.

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GST No. : 27AAGFU6954M1ZE

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Documents Required

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- PAN Card
- Aadhar Card
- 10th Certificate
- 12th Certificate
- Graduation Certificate
- Experience Letter and Salary Slip (last 3 months)

Upstep Academy LLP is an upcoming organization, working on providing best results and satisfaction to the clients and we look forward to have you with us. We trust that you will find your work here interesting and will not only grow with us but also help in organizational growth.

You are required to sign and submit a copy of this letter of offer as a token of your acceptance of our terms and conditions, along with the documents within *2 days* from the date of this letter, falling which this letter of offer will be treated as withdrawn.

Thank you.



Salil Ghate
(Managing Partner)

Signature _____
Employee Name & Date

Registered Address

1204, Valentina Building, Lodha Paradise, Majiwada,
Off Eastern Express Highway, Thane (W) 400601
GST No. : 27AAGFU6954M1ZE

Offer Letter

1st May 2021

**To
Ganji Vinay Harigovind.**

Dear Vinay,

We are delighted to offer you position in **Upstep Academy LLP as Chess Trainer** and we seek for your commitment to deliver outstanding quality and result that exceeds our expectations.

In addition, we expect your personal accountability in all products, action, advice and results that you provide as a Representative of **Upstep Academy LLP**. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

We are confident you will find the new opportunity both challenging and rewarding. The following points outline the *terms and condition* we are proposing.

Designation: Chess Trainer

Date of Joining: 2 May 2021

As of now, due to pandemic situation, your initial place of work will be from your home. However, your services, based on job requirement, can be transferred to any of our other division / concerns whether in existence or planned in the future within India or elsewhere.

Your annual **CTC** will be **Rs. 2,58,000/- (including Employer's share towards your PF, etc.), excluding incentive, as decided annually by the management + Incentive will be based on working hours.**

On joining **Upstep Academy LLP**, you shall be on *probation* for **6 months, which can be extended for further**, during which your performance will be regularly reviewed. On satisfactory performance, you will be issued a letter of confirmation.

After a period of 1 year, based on your performance & the growth of our Company, your growth plan & remuneration can be carved.

During your probation period, you are required to give at least two months' prior notice or gross salary in lieu thereof to the management, before resigning.

After completion of 1 year, you will be required to give at least **1-month** prior notice or gross salary in lieu thereof to the management, before resigning.

During the probation period, management has full authority to terminate you at any point of time, without assigning any reason for the same.

Registered Address

1204, Valentina Building, Lodha Paradise, Majiwada,
Off Eastern Express Highway, Thane (W) 400601
GST No. : 27AAGFU6954M1ZE

During course of your service with **Upstep Academy LLP**, you will not engage yourself in any business, profession, vocation without prior permission of the management. If you are found indulging in any sort of activity without the knowledge of the management, then the management reserves the right to take appropriate action which might result in your termination.

Documents Required

- Proof of Residence Address
- PAN Card
- Aadhar Card
- 10th Certificate
- 12th Certificate
- Graduation Certificate
- Experience Letter and Salary Slip (last 3 months)

Upstep Academy LLP is an upcoming organization, working on providing best results and satisfaction to the clients and we look forward to have you with us. We trust that you will find your work here interesting and will not only grow with us but also help in organizational growth.

You are required to sign and submit a copy of this letter of offer as a token of your acceptance of our terms and conditions, along with the documents within *2 days* from the date of this letter, falling which this letter of offer will be treated as withdrawn.

Thank you.



Salil Ghate
(Managing Partner)

Signature _____
Employee Name & Date

Registered Address

1204, Valentina Building, Lodha Paradise, Majiwada,
Off Eastern Express Highway , Thane (W) 400601
GST No. : 27AAGFU6954M1ZE



July 22, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Gauresh Hemkant Redkar,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along

with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property

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

11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the

remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

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

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I [Gauresh Hemkant Redkar](#), confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

towards usage of this amount.

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

 **Signature Gauresh Hemkant Redkar 22/7/2021 3:33 PM**

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

Registered Office:

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

20792973



June 3, 2021

Welcome to Wipro’s Work Integrated Learning Program (“WILP”)

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear hrushikesh gatpelli,

Sub: Enrolment letter to Wipro’s Work Integrated Learning Program (“WILP”) as Scholar Trainee – Work Integrated Learning Program

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Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
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Aparna Shailen
General Manager - Human Resources

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First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along

with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program (“Training Agreement”).
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution (“University”) that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property

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

11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the

remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

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

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I [hrushikesh gatpelli](#), confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

towards usage of this amount.

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

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

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

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

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

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

Signature hrushikesh gatpelli 3/6/2021 10:51 PM

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

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

20795127



May 22, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear **Jay Reshma Chavan**,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line. The signature is fluid and cursive.

Aparna Shailen
General Manager - Human Resources

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India C : L32102KA1945PLC020800

Page 1

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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

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The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

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5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- a. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- b. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- c. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- d. You will not be able to change Specialization track after enrolment.
- e. Overall program duration is 4 years from date of enrolment of academic program.
- f. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- g. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- h. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- i. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- j. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- k. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- l. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- m. Attending 75% of contact session is mandatory for each course to appear for examinations.
- n. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

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- o. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- p. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- q. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- r. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- s. The 8th semester of study is fully devoted for dissertation / project work
- t. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- u. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- v. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- w. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- x. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- y. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- z. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

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aa. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - iii. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - iv. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

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- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- b. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

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

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11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

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- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

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17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

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

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a diagonal line.

Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

Name:

Date: __/__/__

Signature.....

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ANNEXURE II

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

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

Name:

Date: ___/___/___

Signature:.....

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: __/__/____

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

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