



COIMBATORE INSTITUTE OF TECHNOLOGY

(Government Aided Autonomous Institution)

(Affiliated to Anna University, Chennai & Approved by AICTE, New Delhi) Established
in 1956, A Unit of V.Rangasamy Naidu Educational Trust

CIVIL AERODROME POST, COIMBATORE-641 014, TAMILNADU, INDIA

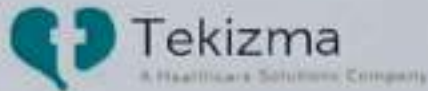
Criteria V Student Support and Progression

Key Indicator: 5.2 Student Progression

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

Contents

- Sample Offer Letters



Sivaraj B

September 27, 2022

Dear Sivaraj,

On behalf of Tekizma India Solutions Private Limited., we are pleased to extend an offer of employment for the position of **Product Engineer**. Your start date for this offer will be **July 2nd, 2023**

In the event you accept this offer and join our organization, your total compensation will be **Rs 7,00,000 (Seven Lakh Rupees Only)** per annum.

Salary will be paid monthly, and subject to deduction for taxes and other withholdings. Please see the below schedule for your monthly pay.

Your appointment is subject to signing of the terms and conditions and the NDA document that will be given on the first day of employment. Please read through the key terms of your appointment-

1. You will be on probation for a period of six months from the date you join Tekizma. Confirmation will be subject to your successfully completing your probationary period.
2. This offer is subject to successful background verification.
3. While you join us as **Product Engineer** the Company reserves the right to assign work to you in such other capacities and such places in India and abroad as the Company may decide from time to time.
4. Our offer is contingent on your acceptance of the company's "Terms and Conditions of Employment". Further, you will abide by the rules and regulations of the Company which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service which shall be binding on you.
5. During probationary period, company can terminate the employment with or without giving notice if performance standards are not met, breach of any obligations to be observed and misconduct in relation to duties to carry out all orders and instructions lawfully issued to employee by the company

Please sign a copy of this letter and mail it back to us to confirm your acceptance. In the event, we did not receive your confirmation within 7 days, the offer will be deemed invalid.

US Head Office: Tekizma Inc
820 Hemdon Parkway Suite 350
Hemdon VA 20171
Phone 2028855301

India Office: Tekizma India Solutions Pvt Ltd
Helios Business Park
Level 10, Wing-C, 150 Outer Ring Road,
Kadubeesanahalli, Varthur Hobli, Bangalore 560103



PROVISIONAL OFFER LETTER

To

Mr. Vetrivel . K

Date: 02-09-2022

Ref No: CIT/1/32/2023

Congratulations!

Based on your various rounds of interviews with ZOHO at your Campus, we are happy to inform you that you are being offered the position of **Member Technical Staff**. Your annual cost to the Company is **Rs.7,00,000 (Rupees Seven Lakh Only)**.

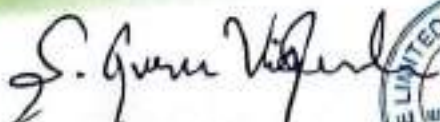
We would like to extend you an internship opportunity as a "Project Trainee" as and when your final semester begins. We expect you to work on the project on a full time basis for a period of 5-6 months. During this project tenure you will be paid a stipend of Rs.20,000/- (Rupees Twenty Thousand Only) This employment offer is valid subject to successful completion of your project.

(Note: The above may not apply to you if your College does not permit internships).

The breakup of your gross salary and benefits will be shared with you soon through a detailed Offer letter. The soft copy of the letter will be sent to your personal email ID and the hard copies will be handed over to you on your date of joining.

It is our pleasure that you have chosen us and we look forward to welcome you aboard!

Good Luck!



Authorized Signatory



Corporate Identification No: U40100TN2010PTC075961



Offer of Employment

Murugesh R

19-Aug-2022

Dear **Murugesh**,

Congratulations!

Based on your performance during your interview, we are pleased to make you an offer of employment. You will be designated as “**SDE 1**” in the “**Engineering**” team and you will be reporting to the **Technical Architect**. You will be expected to join work by **02-Aug-2023** and your place of work will be **Bangalore**.

Your total annual salary will be **INR 12,00,000 (Twelve Lakhs Only)**. A detailed break up of salary is available for your reference as a part of Annexure A.

You will also be eligible to receive the following benefits:

- You along with your family members (spouse, 2 kids, and one set of parents) will be eligible for a group private medical insurance coverage.
- You will be eligible to receive a monthly credit of INR 2000 as an E-Cash balance to use Yulu Application

The organization has the right to change or alter the components of the salary at any time, based on statutory requirements and other organization policies that may come into place from time to time. However, the total fixed salary will remain unchanged

Please confirm the acceptance of the offer by signing it. The offer is valid for 24 hours. Should we not receive a confirmation on your acceptance in the next 24 hours, the offer will stand automatically cancelled.

By accepting this offer you agree to adhere to YULU's code of conduct and policies. The detailed terms of employment will be spelt in the employment contract that you will sign on your date of joining. By accepting this offer, you also authorize YULU and any associated vendor to conduct necessary background/ reference checks. This offer is subject to you clearing necessary background/reference checks the organization may undertake.

Look forward to having you on board.

A handwritten signature in blue ink that reads 'Amit Gupta'.

Amit Gupta
Co-Founder & CEO

Signature: _____
Name: _____

Date:- 01/20/2023

Provisional Offer of Employment

Dear **Kombaiah M**

18 C , Amman Kovil North Street, Gopalamudrum , Tirunelveli - 627 451.

Thank you for the keen interest you have shown in **KANINI Software Solutions** (a fully owned Subsidiary of KANINI Software Solutions Inc, USA). We are delighted to offer you a provisional appointment for the position of **Intern** and upon successful completion of the internship, as **Trainee-Associate** a Full-time on-roll employee position. Following are the high-level details.

- Start of Internship :6th February 2023
- Duration Start of Internship :6 months (excluding breaks in training given for examination and other purposes)
- Stipend during Internship :INR 15,000/- per month
- Internship Location :Chennai, India
- Internship Training :Rigorous classroom training in technical, soft skills, process, domain, etc.
- Annual CTC as Trainee-Associate :INR 4,50,000/- [Rupees Four Lakhs Fifty Thousand]
- Qualifying criteria to Trainee Associate :
 - a) Evaluation post completion of Internship
 - b) Completion of graduation without any arrears
 - c) Submission of consolidated mark sheet and/or Degree certificate (Not original, only photocopy)
 - d) Internship period can be extended based on evaluation outcomes & KANINI holds the sole discretion towards full-time employment decisions



Gokul Kumar S <gokulkumar.s@cit.edu.in>

Fwd: [Happymonk] Congratulations!

athish r r <athishrr07@gmail.com>
To: gokulkumar.s@cit.edu.in

Thu, Nov 10, 2022 at 9:00 AM

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

From: **HR (Human Resource)** <hr@happymonk.co>
Date: Tue, 8 Nov 2022, 7:42 pm
Subject: [Happymonk] Congratulations!
To: <athishrr07@gmail.com>

Dear Athish,

We are delighted to extend this offer of internship for the position of **Human Resources Intern at Happymonk AI Labs Private Limited.**

The stipend offered for the position of Data Science Intern is Rs 10,000 / per month.
We want to keep the joining date on 1st February, 2022.

Based on your performance, you will be offered a full time position in Human Resources.

Please express your consent through email by **13th November, 2022** along with the date of your joining. Upon your acceptance of this offer, we will provide you with the necessary paperwork and instructions.

Looking forward to seeing you soon.

--

Feel free to revert for any clarification

Thanks & Regards

HR Manager

Happymonk Technology Pvt. Ltd.

M: 7795040777

A: 1160,3rd Cross Rd, R.K. Colony, Marenahalli, 2nd Phase, J.P. Nagar, Bengaluru, Karnataka 560078

W: www.happymonk.co



Gokul Kumar S <gokulkumar.s@cit.edu.in>

Fwd: [Happymonk] Congratulations!

mukesh. paramasivam <mukesh.paramasivam22@gmail.com>
To: "gokulkumar.s@cit.edu.in" <gokulkumar.s@cit.edu.in>

Thu, Dec 29, 2022 at 8:58 PM

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

From: **HR (Human Resource)** <hr@happymonk.co>

Date: Tue, 8 Nov 2022, 19:47

Subject: [Happymonk] Congratulations!

To: <mukesh.paramasivam22@gmail.com>

Dear Mukesh,

We are delighted to extend this offer of internship for the position of **Business Development Intern at Happymonk AI Labs Private Limited.**

The stipend offered for the position of Data Science Intern is Rs 10,000 / per month.
We want to keep the joining date on 1st February, 2022.

Based on your performance, you will be offered a full time position in Business Development.

Please express your consent through email by **13th November, 2022** along with the date of your joining. Upon your acceptance of this offer, we will provide you with the necessary paperwork and instructions.

Looking forward to seeing you soon.

--

Feel free to revert for any clarification

Thanks & Regards

HR Manager**Happymonk Technology Pvt. Ltd.****M:** 7795040777**A:** 1160,3rd Cross Rd, R.K. Colony, Marenahalli, 2nd Phase, J.P. Nagar, Bengaluru, Karnataka 560078**W:** www.happymonk.co



COIMBATORE INSTITUTE OF TECHNOLOGY
DEPARTMENT OF MANAGEMENT STUDIES
LIST OF STUDENTS PLACED – JARO EDUCATION
MBA 2021 – 2023 BATCH

30.11.2022

S.No.	Roll No.	Name of the Student
1	71762152013	HARSHITHA M
2	71762152038	SREENITHA S S



OFFER LETTER

2nd February 2023

Ms. Shiny Ancilla. P,
23C, New No. 60, Ramalinga Jothi Nagar,
5th Street, Ramanathapuram,
Coimbatore - 641045.

Dear **Ms. Shiny Ancilla,**

On behalf of Hotfoot Technology Solutions, a new age **FINTECH and CREDITTECH company**, that provides optimum end-to-end solutions for digital & automated lending to financial institutions and loan aggregators, we are pleased to issue this Offer letter for the position of "**Management Trainee**" at **Chennai**, India. The candidates would be undergoing their Internship as Management Trainee for full-time during their final semester, with a stipend and once after confirmation they will be entitled as permanent employee.

Terms and Conditions of your employment:

1. Date of Commencement:

Your employment with HTS India will commence on **15th Feb 2023**. You will be under a probation period of 6 months from your date of starting your internship with us. You will be confirmed once you complete 6 months of your internship. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.

2. Duties:

2.1 You will be employed in the position of **Management Trainee**. Your mentor will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability, knowledge and skills at all times as per the job description prescribed by your mentor at the time of joining or as amended from time to time, as well as such other tasks as may be required by HTS to handle turnkey assignments if any.

2.2 You will be required to understand and adhere with Hotfoot's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in HTS Policies and SOP's, as communicated to you. HTS reserves the right to change its Policies and SOPs at its sole discretion and you shall be bound by the same.

2.3 Unless specified in writing, you shall not be authorized to enter into any contractual obligations on behalf of HTS or its affiliates. This includes not sharing any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you thereafter. We also request you not to share any confidential information even after leaving the company.



3. Hours of Work:

The normal hours of work will depend on the type of project you will be handling and the same will be informed on commencement of employment. In case of any change in working hours other than the scheduled normal working hours, you will be informed by your mentor or department about such requirements from time to time during the course of your employment, as appropriate.

4. Place of Work

You will be working at the HTS facility in **Chennai**. However, you should be aware that the Company and/or its clients have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one unit to any other unit of the Company/ Company's clients, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration:

5.1 Your Cost to Company (CTC) will be Rs. **15000/-** per month and will be payable in accordance with HTS standard payroll policy and subject to all lawful deductions of income tax and other statutory like Provident Fund, insurances and other standard deductions. Your CTC is inclusive of both the employer's and the employee's contributions towards the statutory benefits provided to you. The details of your CTC is given in Annexure I for better understanding.

5.2 HTS has the right to deduct from your pay/salary any sum, on account of acts or omissions and / or losses suffered by HTS as a result of your negligence or breach of the terms contained in this Offer Letter.

6. Leave:

At HTS you will be eligible for all the leaves as per the Policies and Procedures. You are requested to avail leaves in consultation with your manager and ensure smooth functioning of your role in your absence with help of your manager and colleagues. In case you are working in HTS client's office then you will have to abide by the leave policy and procedures prescribed by the client. Your leave should be pre-approved by your Manager.

7. Confidential Information:

HTS is a Fintech organization operating with highly confidential data belonging to customers and financial institutions. During your employment, you will have access to highly confidential information of HTS. Your job responsibilities at HTS are highly confidential. You are required to sign a Legal Non-Disclosure Agreement for protection of such confidential information, data's and other process related information.

8. Non-Solicitation:

8.1 During your employment with the Company and for a period of 24 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, or otherwise take any action that might divert the



business or patronage of any client from the Company, or otherwise damage or alienate the relationship between the Company and its clients or vendor or suppliers.

8.2 Once you resign from HTS, you are not entitled to work for a period of 24 months with any of HTS competitors / clients / vendors / partners and one and all with whom you have established a professional relationship during your tenure at Hotfoot.

9. Exclusivity of Services:

9.1 During your employment, you will be required to devote your full time, attention, knowledge, skills and abilities to your job duties during working hours, and to act in the best interests of HTS at all times. You shall not, without the written consent of HTS, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

9.2 You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

10. Termination of Employment:

10.1 Your employment may be terminated by either party by giving 90 Days written notice (exclusive of any leaves availed during the said period) or payment of on 90 days salary in lieu of such notice period to the other party. HTS holds the right to accept or deny payment in lieu of the said 90 Days' notice.

10.2 HTS reserves the right to terminate / discontinue your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

10.2.1 Have been found guilty of any misconduct, dis trust or indiscipline after due enquiry by HTS;

10.2.2 Have violated or are in breach of any of the terms of this Offer Letter or HTS Policies and SOPs;

10.2.3 Have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to HTS;

10.2.4 Are convicted for any offense under any law for the time being in force in any jurisdiction;

10.2.5 Abstain from work for three consecutive days without informing HTS;

10.2.6 Are in breach of any of the terms contained in the Non-Disclosure Agreement.

10.3 On the termination of your employment for any reason whatsoever, you will have to return, all assets belonging to HTS and other documents and all copies thereof and other property belonging to HTS or relating to its business affairs / client's documents or dealing which are in your possession or under your control immediately without any delay.



11. Background Verification:

It is HTS policy to verify all its new hires. Your employment at HTS will be confirmed only when you clear the Background verification process of HTS.

12. Confidentiality:

12.1 You will be required to maintain utmost secrecy with respect to specific Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trademarks and Company's Human assets profile. On leaving the organization for whatever may be the reason you assure that you will not share this information for a period of 5 years from the date of leaving the organization. In case of breach, you will be liable to face legal consequences.

12.2 All work product(s), tangible/ intangible properties prepared or developed or conceived by you, during the term of your employment with the Company shall be considered works made for hire owned exclusively by the Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company.

12.3 You will not utilize or disclose to any person or persons or competitors any data in any form, passwords, trade practices or knowhow of the company. If you are found to be engaged in any activities which in the opinion of the management is detrimental to the interests / policies of the company, the management will be at liberty to terminate your services without further notice.

13. Expenditure and Reimbursement:

For any reason, if you cease to be an employee of the Company within one year of your joining date, you shall be liable to pay back all the expenses incurred by the company including, but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission /fee, certification costs immediately. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

14. Maintaining professional ethics and longevity:

While hotfoot as a company does not believe in providing a constraint using a bond, you are expected to have a minimal standard of ethics to ensure that you stay long enough so that you can add value to the company and justify the investments we make on you to aggregate and build the necessary skills for a lasting career.



15. Acceptance:

If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer Letter will expire if you have not accepted the same on or before 3 business days.

Upon your acceptance of the offer herein, this Offer Letter shall form the employment contract that is a valid and binding agreement of employment between HTS and you, and you shall be bound by the terms and conditions governing your employment.

Welcome to the Hotfoot Family!

We look forward to a long and fruitful association for mutual benefit. We wish you the very best of luck and success.

For and on behalf of Hotfoot Technology Solutions Pvt Ltd

AUTHORIZATION BY

Kalaiselvi Chinnathamman

Head – Careers & Learning and Development

I acknowledge receipt of this Offer Letter and after reading and understanding the same, I accept Hotfoot Technology Solutions offer of employment on the terms set out in this Offer Letter.

Date:

Name:

Location:

Signature:



OFFER LETTER

2nd February 2023

Mr. Athish,
152, Jeeva Nagar,
Vilankurichi,
Coimbatore - 641035.

Dear **Mr. Athish,**

On behalf of Hotfoot Technology Solutions, a new age **FINTECH and CREDITTECH company**, that provides optimum end-to-end solutions for digital & automated lending to financial institutions and loan aggregators, we are pleased to issue this Offer letter for the position of "**Management Trainee**" at **Chennai**, India. The candidates would be undergoing their Internship as Management Trainee for full-time during their final semester, with a stipend and once after confirmation they will be entitled as permanent employee.

Terms and Conditions of your employment:

1. Date of Commencement:

Your employment with HTS India will commence on **15th Feb 2023**. You will be under a probation period of 6 months from your date of starting your internship with us. You will be confirmed once you complete 6 months of your internship. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.

2. Duties:

2.1 You will be employed in the position of **Management Trainee**. Your mentor will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability, knowledge and skills at all times as per the job description prescribed by your mentor at the time of joining or as amended from time to time, as well as such other tasks as may be required by HTS to handle turnkey assignments if any.

2.2 You will be required to understand and adhere with Hotfoot's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in HTS Policies and SOP's, as communicated to you. HTS reserves the right to change its Policies and SOPs at its sole discretion and you shall be bound by the same.

2.3 Unless specified in writing, you shall not be authorized to enter into any contractual obligations on behalf of HTS or its affiliates. This includes not sharing any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you thereafter. We also request you not to share any confidential information even after leaving the company.



3. Hours of Work:

The normal hours of work will depend on the type of project you will be handling and the same will be informed on commencement of employment. In case of any change in working hours other than the scheduled normal working hours, you will be informed by your mentor or department about such requirements from time to time during the course of your employment, as appropriate.

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You will be working at the HTS facility in **Chennai**. However, you should be aware that the Company and/or its clients have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one unit to any other unit of the Company/ Company's clients, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

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HTS is a Fintech organization operating with highly confidential data belonging to customers and financial institutions. During your employment, you will have access to highly confidential information of HTS. Your job responsibilities at HTS are highly confidential. You are required to sign a Legal Non-Disclosure Agreement for protection of such confidential information, data's and other process related information.

8. Non-Solicitation:

8.1 During your employment with the Company and for a period of 24 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, or otherwise take any action that might divert the



business or patronage of any client from the Company, or otherwise damage or alienate the relationship between the Company and its clients or vendor or suppliers.

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9.2 You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

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10.2.2 Have violated or are in breach of any of the terms of this Offer Letter or HTS Policies and SOPs;

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It is HTS policy to verify all its new hires. Your employment at HTS will be confirmed only when you clear the Background verification process of HTS.

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12.1 You will be required to maintain utmost secrecy with respect to specific Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trademarks and Company's Human assets profile. On leaving the organization for whatever may be the reason you assure that you will not share this information for a period of 5 years from the date of leaving the organization. In case of breach, you will be liable to face legal consequences.

12.2 All work product(s), tangible/ intangible properties prepared or developed or conceived by you, during the term of your employment with the Company shall be considered works made for hire owned exclusively by the Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company.

12.3 You will not utilize or disclose to any person or persons or competitors any data in any form, passwords, trade practices or knowhow of the company. If you are found to be engaged in any activities which in the opinion of the management is detrimental to the interests / policies of the company, the management will be at liberty to terminate your services without further notice.

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Welcome to the Hotfoot Family!

We look forward to a long and fruitful association for mutual benefit. We wish you the very best of luck and success.

For and on behalf of Hotfoot Technology Solutions Pvt Ltd

AUTHORIZATION BY

Kalaiselvi Chinnathamman

Head – Careers & Learning and Development

I acknowledge receipt of this Offer Letter and after reading and understanding the same, I accept Hotfoot Technology Solutions offer of employment on the terms set out in this Offer Letter.

Date:

Name:

Location:

Signature:



OFFER LETTER

2nd February 2023

Ms. Harshitha. M

46, F2, Nethaji Nagar,

Madanakuppam,

VTC, Kolathur, Ambattur,

Tiruvallur – 600099.

Dear **Ms. Harshitha,**

On behalf of Hotfoot Technology Solutions, a new age **FINTECH and CREDITTECH company**, that provides optimum end-to-end solutions for digital & automated lending to financial institutions and loan aggregators, we are pleased to issue this Offer letter for the position of **"Management Trainee"** at **Chennai**, India. The candidates would be undergoing their Internship as Management Trainee for full-time during their final semester, with a stipend and once after confirmation they will be entitled as permanent employee.

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Your employment with HTS India will commence on **15th Feb 2023**. You will be under a probation period of 6 months from your date of starting your internship with us. You will be confirmed once you complete 6 months of your internship. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.

2. Duties:

2.1 You will be employed in the position of **Management Trainee**. Your mentor will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability, knowledge and skills at all times as per the job description prescribed by your mentor at the time of joining or as amended from time to time, as well as such other tasks as may be required by HTS to handle turnkey assignments if any.

2.2 You will be required to understand and adhere with Hotfoot's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in HTS Policies and SOP's, as communicated to you. HTS reserves the right to change its Policies and SOPs at its sole discretion and you shall be bound by the same.

2.3 Unless specified in writing, you shall not be authorized to enter into any contractual obligations on behalf of HTS or its affiliates. This includes not sharing any of our technical or other important information which might come into your possession during the continuance of



your service with us shall not be disclosed, divulged or made public by you thereafter. We also request you not to share any confidential information even after leaving the company.

3. Hours of Work:

The normal hours of work will depend on the type of project you will be handling and the same will be informed on commencement of employment. In case of any change in working hours other than the scheduled normal working hours, you will be informed by your mentor or department about such requirements from time to time during the course of your employment, as appropriate.

4. Place of Work

You will be working at the HTS facility in **Chennai**. However, you should be aware that the Company and/or its clients have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one unit to any other unit of the Company/ Company's clients, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration:

5.1 Your Cost to Company (CTC) will be Rs. **15000/-** per month and will be payable in accordance with HTS standard payroll policy and subject to all lawful deductions of income tax and other statutory like Provident Fund, insurances and other standard deductions. Your CTC is inclusive of both the employer's and the employee's contributions towards the statutory benefits provided to you. The details of your CTC is given in Annexure I for better understanding.

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6. Leave:

At HTS you will be eligible for all the leaves as per the Policies and Procedures. You are requested to avail leaves in consultation with your manager and ensure smooth functioning of your role in your absence with help of your manager and colleagues. In case you are working in HTS client's office then you will have to abide by the leave policy and procedures prescribed by the client. Your leave should be pre-approved by your Manager.

7. Confidential Information:

HTS is a Fintech organization operating with highly confidential data belonging to customers and financial institutions. During your employment, you will have access to highly confidential information of HTS. Your job responsibilities at HTS are highly confidential. You are required to sign a Legal Non-Disclosure Agreement for protection of such confidential information, data's and other process related information.



8. Non-Solicitation:

8.1 During your employment with the Company and for a period of 24 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, or otherwise take any action that might divert the business or patronage of any client from the Company, or otherwise damage or alienate the relationship between the Company and its clients or vendor or suppliers.

8.2 Once you resign from HTS, you are not entitled to work for a period of 24 months with any of HTS competitors / clients / vendors / partners and one and all with whom you have established a professional relationship during your tenure at Hotfoot.

9. Exclusivity of Services:

9.1 During your employment, you will be required to devote your full time, attention, knowledge, skills and abilities to your job duties during working hours, and to act in the best interests of HTS at all times. You shall not, without the written consent of HTS, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

9.2 You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

10. Termination of Employment:

10.1 Your employment may be terminated by either party by giving 90 Days written notice (exclusive of any leaves availed during the said period) or payment of on 90 days salary in lieu of such notice period to the other party. HTS holds the right to accept or deny payment in lieu of the said 90 Days' notice.

10.2 HTS reserves the right to terminate / discontinue your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

10.2.1 Have been found guilty of any misconduct, dis trust or indiscipline after due enquiry by HTS;

10.2.2 Have violated or are in breach of any of the terms of this Offer Letter or HTS Policies and SOPs;

10.2.3 Have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to HTS;

10.2.4 Are convicted for any offense under any law for the time being in force in any jurisdiction;

10.2.5 Abstain from work for three consecutive days without informing HTS;

10.2.6 Are in breach of any of the terms contained in the Non-Disclosure Agreement.



10.3 On the termination of your employment for any reason whatsoever, you will have to return, all assets belonging to HTS and other documents and all copies thereof and other property belonging to HTS or relating to its business affairs / client's documents or dealing which are in your possession or under your control immediately without any delay.

11. Background Verification:

It is HTS policy to verify all its new hires. Your employment at HTS will be confirmed only when you clear the Background verification process of HTS.

12. Confidentiality:

12.1 You will be required to maintain utmost secrecy with respect to specific Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trademarks and Company's Human assets profile. On leaving the organization for whatever may be the reason you assure that you will not share this information for a period of 5 years from the date of leaving the organization. In case of breach, you will be liable to face legal consequences.

12.2 All work product(s), tangible/ intangible properties prepared or developed or conceived by you, during the term of your employment with the Company shall be considered works made for hire owned exclusively by the Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc.) prepared or developed or conceived in connection with your services to Company.

12.3 You will not utilize or disclose to any person or persons or competitors any data in any form, passwords, trade practices or knowhow of the company. If you are found to be engaged in any activities which in the opinion of the management is detrimental to the interests / policies of the company, the management will be at liberty to terminate your services without further notice.

13. Expenditure and Reimbursement:

For any reason, if you cease to be an employee of the Company within one year of your joining date, you shall be liable to pay back all the expenses incurred by the company including, but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission /fee, certification costs immediately. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

14. Maintaining professional ethics and longevity:

While hotfoot as a company does not believe in providing a constraint using a bond, you are expected to have a minimal standard of ethics to ensure that you stay long enough so that you can add value to the company and justify the investments we make on you to aggregate and build the necessary skills for a lasting career.



15. Acceptance:

If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer Letter will expire if you have not accepted the same on or before 3 business days.

Upon your acceptance of the offer herein, this Offer Letter shall form the employment contract that is a valid and binding agreement of employment between HTS and you, and you shall be bound by the terms and conditions governing your employment.

Welcome to the Hotfoot Family!

We look forward to a long and fruitful association for mutual benefit. We wish you the very best of luck and success.

For and on behalf of Hotfoot Technology Solutions Pvt Ltd

AUTHORIZATION BY

Kalaiselvi Chinnathamman

Head – Careers & Learning and Development

I acknowledge receipt of this Offer Letter and after reading and understanding the same, I accept Hotfoot Technology Solutions offer of employment on the terms set out in this Offer Letter.

Date:

Name:

Location:

Signature:



OFFER LETTER

2nd February 2023

Ms. Nivetha. V

21, Gokulam Colony,

3rd Street, P.N.Pudur,

Pappanaickenpudur,

Coimbatore – 641041.

Dear **Ms. Nivetha,**

On behalf of Hotfoot Technology Solutions, a new age **FINTECH and CREDITTECH company**, that provides optimum end-to-end solutions for digital & automated lending to financial institutions and loan aggregators, we are pleased to issue this Offer letter for the position of **"Management Trainee"** at **Chennai**, India. The candidates would be undergoing their Internship as Management Trainee for full-time during their final semester, with a stipend and once after confirmation they will be entitled as permanent employee.

Terms and Conditions of your employment:

1. Date of Commencement:

Your employment with HTS India will commence on **15th Feb 2023**. You will be under a probation period of 6 months from your date of starting your internship with us. You will be confirmed once you complete 6 months of your internship. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.

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2.3 Unless specified in writing, you shall not be authorized to enter into any contractual obligations on behalf of HTS or its affiliates. This includes not sharing any of our technical or other important information which might come into your possession during the continuance of



your service with us shall not be disclosed, divulged or made public by you thereafter. We also request you not to share any confidential information even after leaving the company.

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We look forward to a long and fruitful association for mutual benefit. We wish you the very best of luck and success.

For and on behalf of Hotfoot Technology Solutions Pvt Ltd

AUTHORIZATION BY

Kalaiselvi Chinnathamman

Head – Careers & Learning and Development

I acknowledge receipt of this Offer Letter and after reading and understanding the same, I accept Hotfoot Technology Solutions offer of employment on the terms set out in this Offer Letter.

Date:

Name:

Location:

Signature:



OFFER LETTER

2nd February 2023

Ms. Reshma. S

21, Dhanalakshmi Nagar,

VTC, Narasimhanaicken palayam,

Coimbatore – 641031.

Dear **Ms. Reshma,**

On behalf of Hotfoot Technology Solutions, a new age **FINTECH and CREDITTECH company**, that provides optimum end-to-end solutions for digital & automated lending to financial institutions and loan aggregators, we are pleased to issue this Offer letter for the position of **"Management Trainee"** at **Chennai**, India. The candidates would be undergoing their Internship as Management Trainee for full-time during their final semester, with a stipend and once after confirmation they will be entitled as permanent employee.

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For and on behalf of Hotfoot Technology Solutions Pvt Ltd

AUTHORIZATION BY

Kalaiselvi Chinnathamman

Head – Careers & Learning and Development

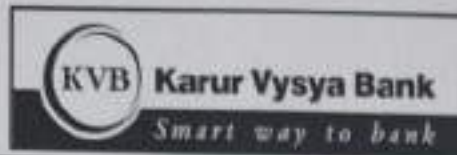
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Date:

Name:

Location:

Signature:



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-226520, 225521-25 Extn.0472,0470 Fax :04324-227355
CIN:L65H0TND96PLC00295

Email: Careers@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE /KVB/CR/DJA/321/ 2022-23

30/12/2022

Akash S
Cuddalore

Applicant ID:191673
akashshankar29062000@gmail.com
6379934954

Provisional Selection Order

—**—

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as Branch Sales and Service Executive . This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be Rs.3.00 Lakhs
2. Probation period will be for 12 Months from the Date of Joining.
3. This provisional selection order is valid up to 31st July 2023.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
 - Completion of course without any track of arrears and securing 60% of marks.
 - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.

You are requested to submit the scanned copies of below mentioned documents for further Processing.

List of Documents Required

1. Copies of PAN, Aadhar in support of your Date of Birth & Residential address.
2. Scanned copies of all Mark Sheets, consolidated mark sheet (as relevant) for SSLC, HSC, Graduation, Post- Graduation, JAIIB / CAIIB, other qualifications (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail, on or before 06.01.2023

Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

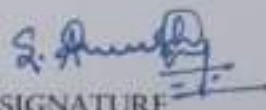
Acknowledgement - cum - Acceptance

I S. AKASH hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: COIMBATORE

Date: 05.01.2023



SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324 - 226570, 225576 - 25 Fax: 04324 227595
CIN L64B01NP96PLC000795

Email: hrd@kvb.com

HRD/RECT_CAMP_PROV_SEL_BSSE / KVB/CR/DJA/322/ 2022 - 23

30/12/2022

Amsavarthini R
Sathayamangalam

Applicant ID:191753
sriarthur@gmail.com
9042323807

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as Branch Sales and Service Executive. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be Rs.3.00 Lakhs.
2. Probation period will be for 12 Months from the Date of Joining.
3. This provisional selection order is valid up to 31st July 2023.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
 - Completion of course without any track of arrears and securing 60% of marks.
 - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.

You are requested to submit the scanned copies of below mentioned documents for further Processing.

List of Documents Required

1. Copies of PAN, Aadhar in support of your Date of Birth & Residential address.
2. Scanned copies of all Mark Sheets, consolidated mark sheet (as relevant) for SSLC, HSC, Graduation, Post- Graduation, JAIIB / CAIIB, other qualifications (if any)

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail, on or before 06.01.2023

Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

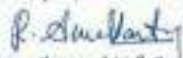
Acknowledgement - cum - Acceptance

I AMSAVARTHINI hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the bank.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: C OIMBATORE

Date: 5. 1. 2023


[R. AMSAVARTHINI]
SIGNATURE
(Full Name)

You are requested to submit the scanned copies of below mentioned documents for further Processing.

List of Documents Required

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2. Scanned copies of all Mark Sheets, consolidated mark sheet (as relevant) for SSLC, HSC, Graduation, Post- Graduation, JAIIB / CAIIB, other qualifications (if any).

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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement – cum – Acceptance

I DHANASEKHAR G.K hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: Coimbatore

Date: 06/01/2023



SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-226530, 227331-25 Extn 9472, 9473 Fax: 04324-227551
CIN: L65100TN0906PLC001201

Email: Career@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE/KVB/CR/DJA/327/ 2022-23

30/12/2022

Gokul R
Karur

Applicant ID:191701
gokulkiruba2001@gmail.com
8270059346

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as Branch Sales and Service Executive. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be Rs.3.00 Lakhs
2. Probation period will be for 12 Months from the Date of Joining.
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 - Satisfactory reports of BGV and CRIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

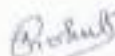
Acknowledgement - cum - Acceptance

I R. Gokul hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Kanur Vyasa Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

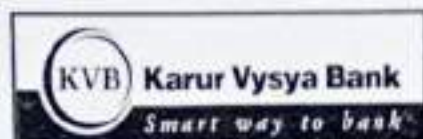
Place: Coimbatore

Date: 5.01.2023



SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-236520, 225521-23 Extn:0472/0450 Fax: -04324-227355
CIN:L65H07D980PLC001295

Email: Career@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE /KVB/CR/DJA/128/ 2022-23

30/12/2022

Gowri Shankar M
Arakkonam

Applicant ID:191744
gowri9228@gmail.com
+918680955576

Provisional Selection Order

—*—

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the Date of Joining.
3. This provisional selection order is valid up to **31st July 2023**.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
 - Completion of course without any track of arrears and securing 60% of marks.
 - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
7. Aforesaid, Final appointment order will be issued to you, post receipt of confirmation on course completion (Exam & Project viva) from your Campus / University.
8. Posting location will be basis the requirement of the bank and request for change of location will not be entertained.

You are requested to submit the scanned copies of below mentioned documents for further Processing

List of Documents Required

1. Copies of PAN, Aadhar in support of your Date of Birth & Residential address.
2. Scanned copies of all Mark Sheets, consolidated mark sheet (as relevant) for SSLC, HSC, Graduation, Post- Graduation, JAIB / CAIB, other qualifications (if any)

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail, on or before 06.01.2023

Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I, GOWRI SHANKAR M hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karar Vyasa Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: C o m b a t o r e

Date: 06/01/2022


SIGNATURE

(Full Name)

GOWRI SHANKAR M



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR – 639 002
Tamil Nadu



04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555
CIN:L65110TN1916PLC001295

Email:Careers@kvbmail.com

HRD/RECT _CAMP_PROV_SEL_BSSE /KVB/CR/DJA/329/ 2022-23

30/12/2022

Harshini R
Tirupur

Applicant ID:191721
harshinikoki@gmail.com
8610906093

Provisional Selection Order

--**--

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive** . This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be **Rs.3.00 Lakhs**
2. Probation period will be for 12 Months from the Date of Joining.
3. This provisional selection order is valid up to **31st July 2023**.
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List of Documents Required

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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement – cum – Acceptance

I _____ hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE – is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place:

Date:

SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-226520, 225521-25 Extn.9472,9470 Fax: 04324-227555
CIN:L6510TN1916PLC001295

Email: Careers@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE/KVB/CR/DJA/333/ 2022-23

30/12/2022

Kabilesh K S
Tiruppur

Applicant ID:191685
kabileshks333@gmail.com
9524834793

Provisional Selection Order

—**—

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be Rs.3.00 Lakhs
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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I KABILESH K.S hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: Coimbatore

Date: 06.01.2023

K.S. K.S

SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-226520, 225521-25 Extn:9471,9470 Fax: 04324-227555
CIN:L65B07TN1946PLC001293

Email: Career@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE/KVB/CR/DJA/335/ 2022-23

30/12/2022

Mukesh Paramasivam
Coimbatore

Applicant ID:191706
mukesh.paramasivam22@gmail.com
9677839289

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I MUKESH P hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

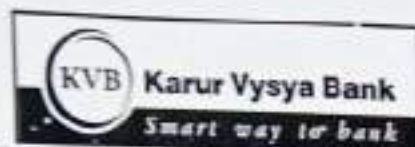
Place: Coimbatore

Date: 6/1/2023



SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-226520, 225921-23 Extn:9472/9470 Fax: 04324-227395 Email: Careers@kvbmail.com
CIN:L65103TN0904PLC000295

HRD/RECT_CAMP_PROV_SEL_BSSE/KVB/CR/DJA/337/2022-23

30/12/2022

Pooja G
Salem

Applicant ID:191746
ugpoojashree@gmail.com
7550325596

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions:

1. Your Annual CTC will be Rs.3.00 Lakhs
2. Probation period will be for 12 Months from the Date of Joining.
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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

- I Pooja shree G hereby acknowledge the receipt of this offer and
- Agree to the terms and conditions stipulated therein.
 - I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
 - I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

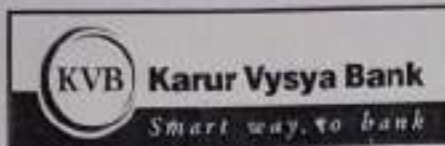
Place: Coimbatore

Date: 06-01-2023

G Pooja

SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-226520, 223521-25 TADD:0472,0473 FAX: 04324-227555
CIN:L63110TN1918PLC001293

Email: Careers@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE /KVB/CR/DJA/338/ 2022-23

30/12/2022

Priya Darshini Vasu
Chennai

Applicant ID:191705
priyavasan337@gmail.com
6383756896

Provisional Selection Order

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Greetings from Karur Vysya Bank Ltd[®]

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as Branch Sales and Service Executive. This selection is subject to fulfilling of the below mentioned terms and conditions.

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THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR – 639 002
Tamil Nadu



04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555
CIN:L65110TN1916PLC001295

Email:Careers@kvbmail.com

HRD/RECT _CAMP_PROV_SEL_BSSE /KVB/CR/DJA/339/ 2022-23

30/12/2022

S S Priyadharshini
Coimbatore

Applicant ID:191724
sspriyadarshini02@gmail.com
9384754420

Provisional Selection Order

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Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive** . This selection is subject to fulfilling of the below mentioned terms and conditions.

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 - Satisfactory reports of BGV and CIBIL checks.
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You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail, on or before 06.01.2023

Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement – cum – Acceptance

I _____ hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE – is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place:

Date:

SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
170001 ROAD, KARUR - 639 002
Tamil Nadu



04324-226520, 225520-75 Fax: 04324-226520
CIN: L63101TN096PLC090393

Email: career@kvb-ltd.com

HRD/RECT_CAMP_PROV_SEL_BSSE /KVB/CR/DJA/J40/ 2022-23

30/12/2022

Ragulkumar S
Tirupur

Applicant ID:191719
ragulsivakumar@outlook.com
8300161540

Provisional Selection Order

—**—

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

1. Your Annual CTC will be Rs.3.00 Lakhs
2. Probation period will be for 12 Months from the Date of Joining.
3. This provisional selection order is valid up to 31st July 2023.
4. The bank reserves the right to conduct, either by itself or through its representative's necessary background verification and credit checks.
5. Provisional order does not guarantee you the employment by itself, unless the hiring requirements are fulfilled as per the bank's policy. Same is detailed below for your reference and needful action.
 - Completion of course without any track of arrears and securing 60% of marks
 - Satisfactory reports of BGV and CIBIL checks.
6. Detailed terms of appointment with Date of Joining, Posting location and Induction schedule will be mentioned in the final appointment order.
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List of Documents Required

1. Copies of PAN, Aadhar in support of your Date of Birth & Residential address.
2. Scanned copies of all Mark Sheets, consolidated mark sheet (as relevant) for SSLC, HSC, Graduation, Post- Graduation, JAIIB / CAIIB, other qualifications (if any).

You are requested to acknowledge receipt of this order by signing and forwarding the same to us immediately by return mail, on or before 06.01.2023

Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I RAGULKUMAR S hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vyasa Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: COIMBATORE

Date: 06/01/2023.


SIGNATURE

(Full Name)

RAGULKUMAR S.



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

04324-226520, 225521-25 Fax: 94729470 Email: 04324-225535
CIN: L65100TN0906PLC001295

Email: Careers@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE/KVB/CR/DJA/341/2022-23

30/12/2022

Rakha Gokhul
Erode

Applicant ID: 191743
rakhalive@yahoo.com
9944610104

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I, RAKHA GOKHUL S.K., hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: COIMBATORE

Date: 06/01/2023

S. K. RAKHA

SIGNATURE

(Full Name)

S. K. RAKHA GOKHUL



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324 - 226920, 225521-25. Ttn: 9472/9470 Fax: 04324-227555
CIN L63100TN0906PLC00295

Email: Careers@kvbmail.com

HRD/RECT CAMP PROV SEL BSSE /KVB/CR/DJA/342/ 2022-23

30/12/2022

Reshma A J
Coimbatore

Applicant ID:191693
josephreshma2@gmail.com
+91 7397761971

Provisional Selection Order

—*—

Greetings from Karur Vysya Bank Ltd!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I REBHMA A.J hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: COIMBATORE

Date: 03/01/2023.

*J. Rebhama
SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu



04324-226550, 225551, 25 Fax: 04324-227355
CIN: L63100TN0901PLC00295

Email: Careers@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE/KVB/CR/DJA/345/ 2022-23

30/12/2022

Sathish P
Salem

Applicant ID:191679
sathish9488993647@gmail.com
9488993647

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd[®]

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

- I SATHISH . P hereby acknowledge the receipt of this offer and
- Agree to the terms and conditions stipulated therein.
 - I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
 - I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

Place: COIMBATORE

Date: 05/01/2023

P. Sathish
SIGNATURE

(Full Name)

P. SATHISH



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-226520, 225521-75 Extn-9472,9470 Fax: 04324-227995
CIN: L55K03TN1916PLC001293

Email: Career@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE /KVB/CR/DJA/347/ 2022-23

30/12/2022

Sreenitha S S
Coimbatore

Applicant ID:191688
sreenitha.iyyer@gmail.com
9597252126

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd!!

Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive**. This selection is subject to fulfilling of the below mentioned terms and conditions.

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Kindly contact us at: 04324 - 269473/65/62 for any other guidance and assistance.

ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I Sheenitha.S.S hereby acknowledge the receipt of this offer and

- Agree to the terms and conditions stipulated therein.
- I am aware that the role of BSSE - is for Sales, Service and Operations at any of the branches of the banks.
- I also authorize Karur Vysya Bank or its representatives to carry out background verification, CIBIL checks for the purpose of confirming my suitability for employment at the bank.

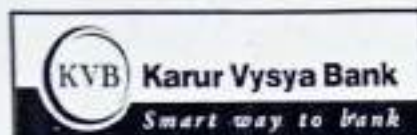
Place: Coimbatore

Date: 06.01.2023



SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR - 639 002
Tamil Nadu

☎ 04324-220520, 225521-25 Extn. 9472, 9470 Fax: -04324-227555
CIN L63102TN191687C001295

Email Career@kvbmail.com

HRD/RECT_CAMP_PROV_SEL_BSSE/KVB/CR/DJA/349/2022-23

30/12/2022

Sri Hari T
Coimbatore

Applicant ID:191687
sriharithirul50@gmail.com
8248850106

Provisional Selection Order

Greetings from Karur Vysya Bank Ltd!

Congratulations!

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ASSISTANT GENERAL MANAGER

Acknowledgement - cum - Acceptance

I SRI HARI T hereby acknowledge the receipt of this offer and

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Place: Coimbatore

Date: 06-01-2023

S. Hari T
SIGNATURE
(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR – 639 002
Tamil Nadu



04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555
CIN:L65110TN1916PLC001295

Email:Careers@kvbmail.com

HRD/RECT _CAMP_PROV_SEL_BSSE /KVB/CR/DJA/351/ 2022-23

30/12/2022

Sruthi S
Coimbatore

Applicant ID:191697
ihturss7@gmail.com
8072368183

Provisional Selection Order

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Greetings from Karur Vysya Bank Ltd!!

Congratulations!

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Place:

Date:

SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR – 639 002
Tamil Nadu



04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555
CIN:L65110TN1916PLC001295

Email:Careers@kvbmail.com

HRD/RECT _CAMP_PROV_SEL_BSSE /KVB/CR/DJA/352/ 2022-23

30/12/2022

Sugan Pandian R K
Chennai

Applicant ID:191672
sugan.ferrari@gmail.com
8778080958

Provisional Selection Order

--**--

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Congratulations!

With reference to your application and subsequently held selection process, we are glad to inform that, you are selected as **Branch Sales and Service Executive** . This selection is subject to fulfilling of the below mentioned terms and conditions.

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Place:

Date:

SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR – 639 002
Tamil Nadu



04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555
CIN:L65110TN1916PLC001295

Email:Careers@kvbmail.com

HRD/RECT _CAMP_PROV_SEL_BSSE /KVB/CR/DJA/353/ 2022-23

30/12/2022

Vishnu Priya R
Coimbatore

Applicant ID:191867
vishnupriyaravi9@gmail.com
7639639477

Provisional Selection Order

--**--

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Congratulations!

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Place:

Date:

SIGNATURE

(Full Name)



THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE
ERODE ROAD, KARUR – 639 002
Tamil Nadu



04324 –226520, 225521– 25 Extn.9472,9470 Fax: -04324-227555
CIN:L65110TN1916PLC001295

Email:Careers@kvbmail.com

HRD/RECT _CAMP_PROV_SEL_BSSE /KVB/CR/DJA/354/ 2022-23

30/12/2022

Yuva Bharathi K
Coimbatore

Applicant ID:191676
yuvabharathi81189@gmail.com
7395991737

Provisional Selection Order

--**--

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Congratulations!

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Place:

Date:

SIGNATURE

(Full Name)

CCAL
CHEMFAB ALKALIS LIMITED

CCAL / HR / OL /2022-2023/A.065

January 31, 2023

Ms. MOUNA PRABHA MANOHARAN
No. 24/1, Sindhu Nagar,
Ondipudur, Coimbatore - 641 016.

Dear Ms. MOUNA PRABHA MANOHARAN,

Sub: Offer for the position of **Management Trainee - Marketing**

Congratulations!

We refer to the discussion you had with us on 11.01.2023, for the above position in our organization. We are pleased to offer you the position of **Management Trainee - Marketing** in our organisation and your Salary shall be as agreed between us.

This offer is valid subject to the condition that you are medically found to be fit for employment and your background / antecedent screening check should not have any major discrepancy. You will undergo for the pre-employment medical test to any hospital as chosen by the company for the above purpose. In case you join the company before pre-employment test and later found to be medically unfit, you will be relieved from the service on payment of salary for the period you have worked with us. You will also undergo the Background screening check, through the agency chosen by the company for the above purpose. In case you join the company before Background verification and later found to have major discrepancy, you will be relieved from the service with immediate effect.



Certificate No. CHS 96226 / ISO 9001:2015
AN ISO 18001 and ISO 14001 Certified Company

CIN No.: L24290TN2009PLC071563
Member - Dr. Rao's Group of Companies
Regd. Off: TEAM House / GST Road, Vandavur, Chennai - 600 048, India.
Plant: "Gnanananda Place", Karapet, Puducherry - 605 014, India Ph : +91 413 2261000.
E-mail: chemfabalkalis@dnsholdings.com, www.chemfabalkalis.com



You should bring the following documents at the time of your joining:-

Age Proof Certificate of Self, Father & Mother (Spouse & Children incase of married)
Aadhar Proof (Photo Copy) - Driving license / Voters ID
Qualification certificate (Photo Copy)
Passport size photo (Self) - 2 Nos & Family Photo
Previous experience certificate & Relieving order from the previous employer.

You are requested to join for duty on or before **20.07.2023**, after which this offer shall automatically stand cancelled. Your formal appointment letter will be issued at the time of your joining. In the mean time, we request your confirmation of acceptance of this offer by returning us a signed copy of this letter.

Thanking you,

I have read and fully understood the terms and conditions of this offer and I accept this offer on the terms and conditions mentioned above. I will be Joining duty on or before_____

Yours truly,
For CHEMFAB ALKALIS LTD



VIJAY KUMAR J
GROUP CHIEF HUMAN RESOURCES OFFICER

Date



Offer: Computer Consultancy

Ref: TCSL/DT20223677488/Chennai

Date: 06/02/2023

Mr. Jayakumar Lakshmanan
1Bharathidaasan Street Moogambigai Nagar Ext West Tambaram,
Tambaram,
Chennai-600045,
Tamilnadu.
Tel# 91-9551063518

Dear Jayakumar Lakshmanan,

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 **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

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

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/DT20223677488

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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 ₹17,456/- 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 ₹2,800/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹1,900/- 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 shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

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 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 expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

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

Gratuity

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

TCS Confidential

TCSL/DT20223677488

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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

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



TERMS AND CONDITIONS

1. Relevant Experience

No experience is considered to be relevant to TCSL's business

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

3. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

4. Training Period

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

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If



your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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. 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.

12. Work in SBWS mode

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

13. 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.



14. 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.

15. 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.

16. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

17. 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.

18. 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.

19. 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.



20. 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.

21. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

22. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation



criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

23. 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.

24. 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.

25. 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.

26. 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	Jayakumar Lakshmanan
Designation	Management Trainee
Institute Name	Coimbatore Institute Of Technology, Coimbatore

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 #	25,206	3,02,472
2) Performance Pay		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
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	47,628	5,79,430

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

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

*** 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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
GROSS BOUQUET OF BENEFITS	25,206	3,02,472



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



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. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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

Ref: TCSL/DT20223721175/Chennai

Date: 06/02/2023

Ms. Sreenitha S S
2/57, First Main Road Kanji Maanagar,
Cheran Maanagar,
Coimbatore-641035,
Tamil Nadu.
Tel# -

Dear Sreenitha S S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

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

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/DT20223721175

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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 ₹17,456/- 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 ₹2,800/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹1,900/- 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 shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

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 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 expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

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

Gratuity

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

TCS Confidential

TCSL/DT20223721175

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



TERMS AND CONDITIONS

1. Relevant Experience

No experience is considered to be relevant to TCSL's business

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

3. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

4. Training Period

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

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If



your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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. 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.

12. Work in SBWS mode

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

13. 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.



14. 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.

15. 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.

16. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

17. 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.

18. 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.

19. 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.



20. 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.

21. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

22. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation



criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

23. 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.

24. 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.

25. 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.

26. 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	Sreenitha S S
Designation	Management Trainee
Institute Name	Coimbatore Institute Of Technology, Coimbatore

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 #	25,206	3,02,472
2) Performance Pay		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
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	47,628	5,79,430

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

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

*** 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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
GROSS BOUQUET OF BENEFITS	25,206	3,02,472



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	



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. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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

14th February 2023

Ragulkumar S
Tiruppur

Dear RagulKumar ,

We would like to congratulate you on being selected for the Intern – Business Development position with effective from **16th February, 2023**.

Everyone at UI was very impressed by your intelligence, personality and motivation level. You offer a rich mixture of qualities and work experiences that we feel would be of tremendous benefit to the company.

In turn, we sincerely believe that UI is the perfect place for you. This is a Company full of energetic, devoted, driven people who like each other. The importance of that cannot be overstated.

Your Internship programme with Unlimited Innovations India Private Limited is subjected to the following terms and conditions.

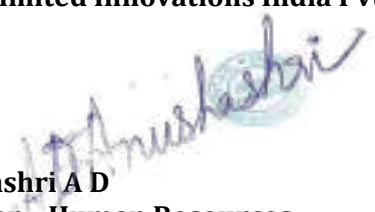
1. The training period shall commence on **16th February, 2023** and shall be for a period of 3 months.
2. You will be entitled to a stipend amount of **INR. 15,000/-**. There will be a review after 3 months and based on your performance and feedback you will be confirmed.
3. You will be entitled for 1-day casual leave for the first three months.
4. During the training period, you shall adhere to all the rules and regulations which are applicable to all employees of the organization, and you shall faithfully observe, comply and adhere to the same. The rules include the various company policies on hours of work, process for handling assignment that are given to you from time to time, network usage, and use of company materials. The policy may be modified by the company from time to time.

5. During the training period your performance will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of the training period you will be confirmed in the regular service of the Company.
6. You are obliged to take care of all company property given to you and return the same to the company either upon demand or upon the termination of the assignment.
7. In the event of resignation, within 6 months from the date of appointment. you shall pay the Company liquidated damages including the training cost which will be indicated to you at the time of resignation.
8. Termination by Intern: The intern may resign from the Internship of the company at any time by issuing 30 working days as notice period to the Company.
9. In the event of breach of the above terms, continuing, repeated or willful failure or refusal to perform by you, then company will terminate your training period by giving 1-week notice.

So please indicate your acceptance of this offer by e-signing space below.

Sincerely,

For **Unlimited Innovations India Pvt. Ltd.,**


Anushashri A D
Manager - Human Resources

Accepted:

E-Signature of Intern:



Date: 14th February 2023

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete at least 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill at least min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms

Annual Employee Total Rewards Plan – Fixed Structure Applicable [4months onwards]

Payout Details For AO's

AO Grade 1	900000.00
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recruitment Fee	1000.00
Annual Income	181000.00
AO Grade 2	1200000.00
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recruitment Fee	1000.00
Annual Income	259000.00
AO Grade 3	1800000.00
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recruitment Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

Candidate's Signature

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

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Payout Details For AO's

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Recruitment Fee	1000.00
Annual Income	181000.00
AO Grade 2	1200000.00
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recruitment Fee	1000.00
Annual Income	259000.00
AO Grade 3	1800000.00
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recruitment Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

Candidate's Signature

POOJASARAN S
11.03.2023

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete at least 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill at least min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms

Annual Employee Total Rewards Plan – Fixed Structure Applicable [4months onwards]

Payout Details For AO's

AO Grade 1	900000.00
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
Annual Bonus	18000.00
Recruitment Fee	1000.00
Annual Income	181000.00
AO Grade 2	1200000.00
Salary of AO	72000.00
Production Incentive paid to AO	162000.00
Annual Bonus	24000.00
Recruitment Fee	1000.00
Annual Income	259000.00
AO Grade 3	1800000.00
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recruitment Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

Candidate's Signature

RAHUL M
11.03.2023

WELCOME LETTER:

Greetings from Future Generali India Life Insurance Company Ltd.

Internship period:

It's my pleasure to write you on the process of Agency Organizer followed by FUTURE GENERALI LIFE INSURANCE CO LTD .You will be appointed as a Financial Planning Advisor for 3 months period and tested on knowledge, skills and attitude. Based on your achievement, you will be promoted as an Agency Organizer with 2 recruitments.

Candidate must undergo 3 months training period in which you will be working as Financial Planning Advisor. In this you must complete at least 150000 collected premium with 6 Nop, on completion of this business norms you will be paid Commission 30000. You must fulfill at least min business to get Commission.

TARGET	NOP	PERIOD	FYC
150000	06	90 DAYS	30000

The above is training period commission based earnings based on completion of training period business norms

Annual Employee Total Rewards Plan – Fixed Structure Applicable [4months onwards]

Payout Details For AO's

AO Grade 1	900000.00
Salary of AO	54000.00
Production Incentive paid to AO	108000.00
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Annual Income	259000.00
AO Grade 3	1800000.00
Salary of AO	108000.00
Production Incentive paid to AO	270000.00
Annual Bonus	36000.00
Recruitment Fee	1000.00
	415000.00

TERMS AND CONDITIONS:

We will be pleased to welcome you on the basis of below points listed. First you should follow the rules framed by your Reporting Manager. After the completion of training, candidates will appear for IRDA exam. You need to fulfill the business norms as above mentioned and then recruit min 2 candidates under you. After that you will be promoted as an Agency Organizer. Hope the communication is clear and more clarification can be sought from the undersigned.

Candidate's Signature

Dear Geethanjali S,

We are pleased to offer you a position of **Customer Service Manager**, at **L0 Level** as per the following terms and conditions.

1. Place of Posting: ROTN-Coimbatore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Customer Service, Sales Coordination, Collections-Support and Operations** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs.
Flexible Allowance	Rs.
Other Allowances	Rs. 83,400
Provident Fund	Rs. 21,600
Gross Salary	Rs. 375,000
Incentives	Rs. 75,000
CTC *	Rs. 450,000

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is Rs. p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Customer Service Manager are pegged at Rs. 75,000 /- p.a)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____

(Signature):

Dear Harithaa G,

We are pleased to offer you a position of **Customer Service Manager**, at **L0 Level** as per the following terms and conditions.

1. Place of Posting: Coimbatore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Customer Service, Sales Coordination, Collections-Support and Operations** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs.
Flexible Allowance	Rs.
Other Allowances	Rs. 83,400
Provident Fund	Rs. 21,600
Gross Salary	Rs. 375,000
Incentives	Rs. 75,000
CTC *	Rs. 450,000

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is Rs. p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Customer Service Manager are pegged at Rs. 75,000 /- p.a)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____

(Signature):

Dear Rathish Kanthamani,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

1. Place of Posting: ROTN- Coimbatore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	Rs. 450,000
Incentives	Rs. 150,000
CTC *	Rs. 600,000

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____

(Signature):

Personal & Confidential

Date: 10-03-2023

HR/Offer/2023/ NT048

Dear Sri Hari T,

We would like to congratulate you on being selected for internship with **CloudThat Technologies Private Ltd.** based at **Bangalore**. Your internship is scheduled to start effective from **13th March 2023** for a period of 6 Months. At CloudThat, you will spend internship period in learning in various marketing activities. During the Internship, your stipend will be Rs **15,000/-** per month. After the Internship, based upon your performance, you will be offered full time employment with a revised salary package of **Rs. 500,000/-** per annum (Fixed: Rs. 400,000/- per annum and Variable: Rs. 100,000/- per annum)

On joining the Company, in case, if you desire to terminate the internship for the said period of 6 months, then you shall provide Company Fifteen (15) calendar days of prior written notice with reason of such termination.

The documents listed in Annexure-A are required to be submitted along with your acceptance of the offer letter within 2 business days of receiving this letter.

For CloudThat



Bhavesh Goswami
CEO & Founder

I agree to the terms of employment set forth above.

Signature:

Name:

Date Accepted:

Start Date:

Annexure- A

S no	Documents to be provided
1	Copy of passing certificate or equivalent of Graduation exam and/or post-graduation exam, if applicable.
2	Copy of certificate/diploma of any additional professional qualifications acquired
3	Copy of Passport for proof of permanent address, identity and age. If no passport, then copy of Electricity bill and Ration Card/Driving License needs to be given.
4	Recent Passport size photographs (2 nos.)
5	Copy of PAN Card (Both the sides). In absence of PAN card, copy of application for PAN card must be given to the organization within one month from joining
6	Copy of Aadhar Card (Both the sides). In absence of Aadhar card, copy of application for Aadhar card must be given to the organization within one month from joining

06-Oct-22

Mr. Chakrabaani H
1/C, Rangi Street
Gugai, Salem
Tamil Nadu-636006

Dear Chakrabaani:

It is a sincere pleasure to make this formal offer for the position of Member Technical in our organisation.

In the event that you accept our offer and join our organisation, you will be paid a gross compensation of ₹1,600,000 (Rupees Sixteen Lakhs Only) per year. You will be eligible for an annualized variable compensation in an indicative range of ₹200,000 ~ ₹300,000 (Rupees Two Lakhs to Rupees Three Lakhs Only) for the year 2023 contingent on you being employed by the organization when the variable compensation is paid out. This amount may be finalized based on the organisation's and your individual performance and is subject to change at the discretion of the organization. Total compensation is ₹1,800,000 ~ ₹1,900,000 (Rupees Eighteen Lakhs to Rupees Nineteen Lakhs Only) per year. The details of the compensation are attached as Annexure I for your reference.

You will also be eligible for a signing bonus of ₹200,000 (Rupees Two Lakhs Only) which will be payable along with your first salary.

You will be eligible for an award of ₹1,000,000 (Rupees Ten Lakhs Only) under the organization's applicable Long Term Incentive program. These amounts are payable at the end of each calendar year as detailed in Annexure I of this letter. All payments under this program are contingent on your being employed by the organisation when the award is paid out, and is subject to the terms and conditions of the said program.

You are required to confirm your acceptance of the employment offer within three (3) days of receipt of this letter by signing the copy of this letter enclosed. This offer of employment is liable to be invalid in case we do not receive your acceptance of offer in writing within the stipulated time.

Our offer is contingent on:

- (i) the successful completion of your background checks and verification of your credentials, testimonials, successful completion of all requirements of the graduation course, reference checks, and other particulars mentioned by you in your application at the time of your appointment, and
- (ii) your acceptance of the terms of the organisation's employment agreement and your agreement to abide by all applicable organisation policies (modified from time to time), including the organisation's Code of Ethics (a copy of which is enclosed for your reference) which establishes the standard of business conduct that all employees must follow. The Code of Ethics summarizes certain key Compliance policies, including (among others) the organisation's policies on personal securities and commodities trading and outside business activities. The personal trading policy requires the use of Compliance-approved designated brokers for personal trading accounts and minimum holding periods for certain transactions and may, in certain cases, prohibit certain transactions in personal accounts. The outside activities policy requires that employees' potential outside business activities be disclosed to and approved by the organisation upon joining the organisation or before commencing a new activity.

You will be required to join the organisation on or before 05-Jun-23. Should you accept this offer, in case of termination for any lawful reason/resignation of services; either party will be required to give two months' notice in writing.

Once again, we express our unanimous excitement at the prospect of your joining the organisation. We look forward to the prospect of a long and mutually rewarding professional relationship.

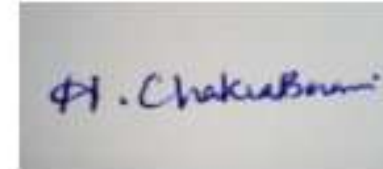
Best Wishes,

CHAITANYA
GORREPATI

Digitally signed by
CHAITANYA
GORREPATI
Date: 2022.10.14
14:12:19 +05'30'

Chaitanya Gorrepati
Authorized Signatory

Accepted



Chakrabaani H



Aravind Gokul A

September 27, 2022

Dear Aravind,

On behalf of Tekizma India Solutions Private Limited., we are pleased to extend an offer of employment for the position of **Product Engineer**. Your start date for this offer will be **July 2nd, 2023**.

In the event you accept this offer and join our organization, your total compensation will be **Rs 7,00,000 (Seven Lakh Rupees Only)** per annum.

Salary will be paid monthly, and subject to deduction for taxes and other withholdings. Please see the below schedule for your monthly pay.

Your appointment is subject to signing of the terms and conditions and the NDA document that will be given on the first day of employment. Please read through the key terms of your appointment-

1. You will be on probation for a period of six months from the date you join Tekizma. Confirmation will be subject to your successfully completing your probationary period.
2. This offer is subject to successful background verification.
3. While you join us as **Product Engineer** the Company reserves the right to assign work to you in such other capacities and such places in India and abroad as the Company may decide from time to time.
4. Our offer is contingent on your acceptance of the company's "Terms and Conditions of Employment". Further, you will abide by the rules and regulations of the Company which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service which shall be binding on you.
5. During probationary period, company can terminate the employment with or without giving notice if performance standards are not met, breach of any obligations to be observed and misconduct in relation to duties to carry out all orders and instructions lawfully issued to employee by the company.

Please sign a copy of this letter and mail it back to us to confirm your acceptance. In the event, we did not receive your confirmation within 7 days, the offer will be deemed invalid.

US Head Office: Tekizma Inc
620 Hamdon Parkway Suite 350
Hamdon VA 20171
Phone 202885301

India Office: Tekizma India Solutions Pvt Ltd
Helios Business Park
Level 10, Wing C, 150 Outer Ring Road,
Kadubeesanahalli, Varthur Hobli, Bangalore 560103

www.tekizma.com



Your employment with the Company can be terminated by either party by giving 2 months' notice. You are required to bring the following documents in original & photocopy at the time of joining us:

- School leaving certificate/mark sheets (10, 10+2)
- Graduate certificate and mark sheet.
- Post Graduate certificate and mark sheet (if applicable).
- Relieving letter and Experience certificate from all the previous employers (if applicable).
- Last 2 pay slips from your previous employer (if applicable).
- Latest Form 16 (if you are an IT assessee)
- Pan Card
- Passport (If not available, please apply)
- Two copies of your recent size photographs.

Breach of any of the conditions mentioned in this letter and including Company's "Terms and Conditions of Employment" and other rules and regulations will render you liable to immediate termination of your employment without any notice or compensation.

We look forward to a long lasting and mutually beneficial relationship and are confident your abilities will play a key role in our Company. Please let me know if you have any questions.

Sincerely,

Date: 27/09/2022

Vidya V

Human Resources

Tekizma India Solutions Private Limited.

I have read and accept the offer

Date:

Name: Aravind Gokul A

US Head Office: Tekizma Inc
620 Herndon Parkway Suite 350
Herndon VA 20171
Phone 2028885301

India Office: Tekizma India Solutions Pvt Ltd
Helios Business Park
Level 10, Wing C, 150 Outer Ring Road,
Kadubeesanahalli, Varthur Hobli, Bangalore 560103



Annexure 1

Details of Compensation

Name: Aravind Gokul A		Date: 02/07/2023	
Designation: Product Engineer		Location: Remote/Bangalore	
CTC		7,00,000	
Salary*		Annual	Monthly
	Basic Salary	252,000	21,000
	House Rent Allowance (40% of Basic)	100,800	8,400
	Special Allowance	197,960	16,497
	Tekizma Select (Optional)- see below	49,000	4,083
	Gross Monthly Compensation	599,760	49,980
	Provident Fund	30,240	2,520
	CTC Fixed	630,000	52,000
	Annual Bonus**	70,000	
	Total CTC	700,000	
	Tekizma Optional Select		
	Internet and Mobile	24,000	2,000
	Parents Insurance Benefit***	25,000	2,083
	Additional Benefits		
	Employee and Family Insurance****	Company Paid	
	Personal Accidental Insurance	Company Paid	

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620 Hemdon Parkway Suite 350
Hemdon VA 20171
Phone 2028866301

India Office: Tekizma India Solutions Pvt Ltd
Helios Business Park
Level 10, Wing C, 150 Outer Ring Road,
Kadubeesanahalli, Varthur Hobli, Bangalore 560103



*Any tax liability out of the above compensation elements will be to the employee's own account.

**Annual Retention Bonus is paid by the end of the year considering the employee stays with the company until 31st of December 2023. Annual Bonus will be paid on December 2023 in prorated form.

***If Employee wants to cover the parents under Mediclaim.

****Employee and Family Insurance scheme is of INR 5 Lakhs Per Annum.

US Head Office: Tekizma Inc.
620 Herndon Parkway Suite 350
Herndon VA 20171
Phone 2028665301

India Office: Tekizma India Solutions Pvt Ltd
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www.tekizma.com

5.2.1 Number of outgoing students who got placement during the year

Name of student placed with his/her contact details	Programme completed	Name of the employer with contact details	Pay package lpa at the time of appointment
AJITHA SHRI S	B.E. Civil	CADS SOFTWARE	2.16
AKASH R	B.E. Civil	CTS GENC	4
AMEER SULTHAN I	B.E. Civil	SOBHA HARTLAND	13
AMIRTHA PRIYA A	B.E. Civil	L&T	6
ATHIBAN THANGARAJA D	B.E. Civil	CTS GENC	4
BHAGATH SINGH P R	B.E. Civil	JSW	8.5
DHANUSH GOWTHAM H	B.E. Civil	WTT INTERNATIONAL	1.8
DHARUN V	B.E. Civil	URC CONSTRUCTIONS	2.5
GURUSWARAN M	B.E. Civil	L&T	6
HEERASHREE G J	B.E. Civil	L&T	6
S.HEMA	B.E. Civil	AVASOFT	5
JAGANRAJ S	B.E. Civil	CTS GENC	4
R JEEVADHARSAN	B.E. Civil	FUTURE GENERALI	2.5
KAMAL D	B.E. Civil	L&T	6
KARTHI D	B.E. Civil	SOBHA HARTLAND	13
S. KARTHIK BALA	B.E. Civil	AVASOFT	5
KARTHIKEYAN D	B.E. Civil	L&T	6
MALIK MISHAL S	B.E. Civil	FUTURE GENERALI	2.5
MATHAN KUMAR M	B.E. Civil	L&T	6
MENAKA T	B.E. Civil	CADS SOFTWARE	2.16
NATHEEM AHAMED A U	B.E. Civil	CARBORUNDUM	3.75
PRAVIN.A	B.E. Civil	URC CONSTRUCTIONS	2.5
PREETHI R	B.E. Civil	FUTURE GENERALI	2.5
SANTHOSH S	B.E. Civil	L&T	6
SENTHUR	B.E. Civil	O9 SOLUTIONS	10.1
SHANTHOSH S	B.E. Civil	L&T	6
SNEHA SUNIL SHIVPUJE	B.E. Civil	TCS NINJA	3.6
SRI SANJEET K	B.E. Civil	URC CONSTRUCTIONS	2.5
SUJITHA S	B.E. Civil	SOUTH INDIAN BANK	10
YOGESHWARAN S	B.E. Civil	L&T	6
ADITHIYA R	B.E. Civil	L&T	6
AKEEL JAVID BABA	B.E. Civil	JSW	8.5
GOKULA SARAVANAN S	B.E. Civil	AVASOFT	5
GURULAKSHMI G	B.E. Civil	FUTURE GENERALI	2.5
HAREESH MUTHU A	B.E. Civil	WTT INTERNATIONAL	1.8
JERISH KHANNA AS	B.E. Civil	JSW	8.5
KAAVYASRI M J	B.E. Civil	SAIPEM	6
KALAIYARASAN S	B.E. Civil	JSW	8.5

MOHANA J	B.E. Civil	CADS SOFTWARE	2.16
MOUNIKA DEVI P	B.E. Civil	TECHNIP ENERGIES	5.8
NIVEDHA V	B.E. Civil	SAIPEM	6
PAVITHRA R	B.E. Civil	L&T	6
ROOPESH T	B.E. Civil	CADS SOFTWARE	2.16
SARULATHA ANANDAN	B.E. Civil	VESTAS	3.6
SHIDDESHWAR R	B.E. Civil	L&T	6
SINEKA PRIYA .B	B.E. Civil	CADS SOFTWARE	2.16
SWETHA L U	B.E. Civil	AVASOFT	5
THILAK S	B.E. Civil	URC CONSTRUCTIONS	2.5
VARSHINI P	B.E. Civil	SAIPEM	6
VIJAY M	B.E. Civil	CADS SOFTWARE	2.16
ARUN PRASATH S	B.E. Civil	WTT INTERNATIONAL	1.8
GURUPRASATH U	B.E. Civil	CADS SOFTWARE	2.16
KIRAN JOSHUA M	B.E. Civil	WTT INTERNATIONAL	1.8
AADIL YOUSUF	B.E. Civil	URC CONSTRUCTIONS	2.5



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

A handwritten signature in blue ink, appearing to read 'Janardhan S'.

Janardhan S
Global Head - Talent Development



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



Offer: Computer Consultancy

Ref: TCSL/CT20203049047/Chennai

Date: 10/01/2021

Mr. Raghul G
4/35Jagadap,
Kaveripattinam,
Krishnagiri-635112,
Tamilnadu.
Tel# -

Dear Raghul G,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential

TCSL/CT20203049047

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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



GROSS SALARY SHEET

Annexure 1

Name	Raghul G
Designation	Assistant System Engineer-Trainee
Institute Name	Coimbatore Institute Of Technology, Coimbatore

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	



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 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.



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.

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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.



Smrutimaya Patta... 9/21/2021

to me, Satyak ▾



Dear Cheran,

Greetings.

We are glad to inform you that you have been selected for an internship with Udvavisk. Your internship period is 27.09.2021 till 24.12.2021. This will be an unpaid internship. On completion of internship you will get a 3 months internship certificate from Udvavisk. This being a full time internship, you should be available in Udvavisk office during working hours, which is 9:00 am to 6:00 pm. Apart from that you should abide by the company's policies on discipline and integrity. We may offer you a paid internship or an employment opportunity during or at the end of 3 months, based on project requirements and also your performance during the internship period.

During the internship period you will be getting good exposure to Computational Fluid Dynamics (CFD) and other engineering tools.

Kindly let me know if you are accepting this internship offer, through an email.

Warm Regards,

Smrutimaya Pattanaik
Co-founder and Head - Engineering
Udvavisk Technologies Pvt. Ltd. (Pronounced as
Udvaa + Visk)



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**MAXIN HYDRO DYNAMIC
INDIA PVT. LTD.**

(An Iso 9001 - 2015 Certified Company)



CHAIRMEN RAJESH A

CHEMIST

Emp. ID :MHDO36

C. Parth...

Issuing Authority

**KAVIN**

Complex Engineering. Simplified Solutions.

Ref: HR/REC/01.11

Date 01-11-2021

To:

Mr. L. Nagendran,
169 A, Vivekanandhar Cross Street,
Madurai-625006

Dear Mr Nagendran,

Further to your application for the post of Design Engineer Process and subsequent personal interview on 18/09/2021, we have pleasure in offering you an appointment as Trainee Engineer in Grade 1.

Your CTC will be Rs 2,16,000/- (Two Lakhs Sixteen Thousand) per annum with effect from the date of joining until further notice.

Your initial posting will be at our Coimbatore office and you will report to the Manager Process, who will assign you the specific responsibilities. You are requested to make arrangements to join us on or before 08/11 /2021

You will be on probation for the first 12 months and on successful completion of the probation, you will be confirmed in the above post.

Your appointment will be governed by our HR policy and other terms and conditions discussed during the personal interview.

As per our HR policy during the probation period you will be eligible for a maximum of 9 days leave for the twelve months period.

On being confirmed in your employment you will be eligible for 9 days of casual leave and maximum of 9 days of sick leave per annum.

After completion of 12 months continuous service from date of confirmation, you will be eligible for 16 days of privilege leave for the subsequent period of 12 months.

You are advised to adhere strictly to the company's code of conduct and discipline guidelines. You are also expected not to divulge technological details and other confidential matters of the company to outsiders and any transgress of this stipulation in any way shall be deemed as breach of discipline and your service shall stand terminated automatically.

Please note you will have to put in minimum of 3 years service and in case you decide to leave the company before the 3 year term, the company will have rights to recover all expenses incurred, not limiting to salaries paid. This clause will not be applicable if company decides to terminate your services.

Please sign and return the duplicate copy of this letter as a token of your acceptance

We look forward to have you in our team and wish you all the success.

Your's truly

B. Santosh Kumar
Chief Executive Officer
Kavin Engineering and Services Pvt. Ltd.

KAVIN ENGINEERING AND SERVICES PRIVATE LIMITED

Module 102, 1st Floor, TIDEL Park Coimbatore Limited, Vilankurichi Road, Civil Aerodrome Post,
Coimbatore - 641 014, India Tel : +91 422 4297400 / 4393498 / 4393598 www.kavinengg.com

21 Passed out

COIMBATORE INSTITUTE OF TECHNOLOGY, COIMBATORE-14
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
PLACEMENT DETAILS
BATCH: 2017-2021

S NO	REGISTER NO	NAME	NO OF OFFERS	COMPANY 1	TYPE	CTC (LPA)	COMPANY 2	TYPE	CTC (LPA)	COMPANY 3	TYPE	CTC (LPA)	JOINING COMPANY	INTERN OFFER	INTERN 1	STIPEND
1✓	1704001	AARTHY S	1	COGNIZANT	NON CORE	4	-	-	-	-	-	-	-	YES	COGNIZANT	TBD
2✓	1704002	✓ABDULLAH S	1	ROBERT BOSCH	CORE	5	-	-	-	-	-	-	ROBERT BOSCH	YES	ARM EMBEDDED	28000
3✓	1704004	✓AJAY SHARMA	2	TRIEMP	ZERO	2.64	AVAAU SOLUTIONS	NON-CORE	3	-	-	-	-	NO	-	-
4✓	1704006	✓ASHWIN RAM S	1	FACTSET	NON CORE	8.9	-	-	-	-	-	-	-	YES	FACTSET	30000
5✓	1704007	✓ASHWINI S	1	ROBERT BOSCH	CORE	5	-	-	-	-	-	-	ROBERT BOSCH	YES	ARM EMBEDDED	28000
6✓	1704008	✓BARKAVI M	1	AVASOFT	CORE	3.5	-	-	-	-	-	-	-	YES	AVASOFT	15000
7✓	1704010	✓DEEPAK	1	CARE HEALTH INSURANCE	ZERO	2.5	-	-	-	-	-	-	-	NO	-	-
8✓	1704012	✓DIVYA PREETHA G	1	ROBERT BOSCH	CORE	5	-	-	-	-	-	-	ROBERT BOSCH	NO	-	-
9✓	1704013	✓ELAMATHI S	1	INFOSYS	NON-CORE	3.6	-	-	-	-	-	-	INFOSYS	YES	BITWISE ACADEMY	5000
10✓	1704014	GOWSALYA M	1	ZOOMRX	CORE	5	-	-	-	-	-	-	ZOOMRX	YES	ZOOMRX	15000
11✓	1704017	✓HARIESH VARSHAN RP	1	TOSHIBA SOFTWARE INDIA PVT LTD	NON CORE	7	-	-	-	-	-	-	TOSHIBA SOFTWARE INDIA PVT LTD	YES	TOSHIBA SOFTWARE INDIA PVT LTD	25000
12✓	1704019	✓HRITHUPARNA DEY	1	MAXLINEAR	CORE	10	-	-	-	-	-	-	MAXLINEAR	NO	-	-

Divya

[illegible]

27	✓	1704062	DHANUBHARA THI B	2	TCS NINJA	NON CORE	3.35	LUMEN TECHNOLO GIES	CORE	5	-	-	-	LUMEN TECHNOLOG IES	NO	-	-
28	✓	1704069	GAYATHRI R	1	ROBERT BOSCH	CORE	5	-	-	-	-	-	-	ROBERT BOSCH	NO	-	-
29	✓	1704070	GAYATHRI	1	CARE HEALTH INSURANCE	ZERO	2.5	-	-	-	-	-	-		NO	-	-
30	✓	1704071	GOMATHI R	2	LATENTVIEW	CORE	5.5	COGNIZAN T	NON CORE	4	-	-	-	LATENTVIE W	NO	-	-
31	✓	1704072	GOWTHAM M	2	TCS NINJA	NON CORE	3.35	COMVIVA	CORE	6.5	-	-	-	COMVIVA	NO	-	-
32	✓	1704073	JAYANTH	1	SUTHERLAND	ZERO	2.5	-	-	-	-	-	-		NO	-	-
33	✓	1704074	JEEVA ANANTH C	1	TCS NINJA	NON CORE	3.35	-	-	-	-	-	-		NO	-	-
34	✓	1704075	JEGAN J	2	INFOSYS	NON- CORE	3.6	SOLITON TECHNOLO GIES	CORE	44322	-	-	-	SOLITON TECHNOLOG IES	NO	-	-
35	✓	1704076	KANAGAVALLI	1	CARE HEALTH INSURANCE	ZERO	2.5	-	-	-	-	-	-		NO	-	-
36	✓	1704077	KANISHA S M	2	TCS NINJA	NON CORE	3.35	SOLITON TECHNOLO GIES	CORE	44322	-	-	-	SOLITON TECHNOLOG IES	NO	-	-
37	✓	1704078	KARISHMA BANU	1	FACE Prep	NON- CORE	3.06	-	-	-	-	-	-		NO	-	-
38	✓	1704079	KARTHIK JAIKUMAR RP	1	TOSHIBA SOFTWARE INDIA PVT LTD	NON CORE	7	-	-	-	-	-	-		NO	-	-
39	✓	1704081	KAVIN	2	CARE HEALTH INSURANCE	ZERO	2.5	SPAN TECHNOLO GIES	CORE	3.84	-	-	-		NO	-	-
40	✓	1704082	KAVINKUMAR	1	CARE HEALTH INSURANCE	ZERO	2.5	-	-	-	-	-	-		NO	-	-
41	✓	1704083	KAVIYA MANJU G	1	PAYODA	CORE	4.5	-	-	-	-	-	-		NO	-	-
42	✓	1704085	LIVESHKUMAR R	1	MULTICOREWA RE	CORE	6.5	-	-	-	-	-	-		YES	MULTICO REWARE	TBD

[illegible]

[illegible]



Hemapriya S

November 9, 2023

Dear Hemapriya,

On behalf of Tekizma India Solutions Private Limited., we are pleased to extend an offer of employment for the position of **Product Engineer**. Your start date for this offer will be **July 12th, 2024**.

In the event you accept this offer and join our organization, your total compensation will be **Rs 700,000 (Seven Lakh Rupees Only)** per annum.

Salary will be paid monthly, and subject to deduction for taxes and other withholdings. Please see the below schedule for your monthly pay.

Your appointment is subject to the signing of the terms and conditions and the NDA document that will be given on the first day of employment. Please read through the key terms of your appointment-

1. You will be on probation for a period of six months from the date you join Tekizma. Confirmation will be subject to your successfully completing your probationary period.
2. This offer is subject to successful background verification.
3. While you join us as **Product Engineer** the Company reserves the right to assign work to you in such other capacities and such places in India and abroad as the Company may decide from time to time.
4. Our offer is contingent on your acceptance of the company's "Terms and Conditions of Employment". Further, you will abide by the rules and regulations of the Company which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service which shall be binding on you.
5. During the probationary period, the company can terminate employment with or without giving notice if performance standards are not met, breach of any obligations to be observed, and if misconduct in relation to duties to carry out all orders and instructions lawfully issued to employees by the company.

Please sign a copy of this letter and mail it back to us to confirm your acceptance. In the event, we do not receive your confirmation within 7 days, the offer will be deemed invalid.

US Head Office: Tekizma Inc
620 Herndon Parkway Suite 350
Herndon VA 20171
Phone 202885301

India Office: Tekizma India Solutions Pvt Ltd
#53/B, 1st Main Road, 3rd Phase
JP Nagar, Bangalore 560078
Phone: +91 96635 81533

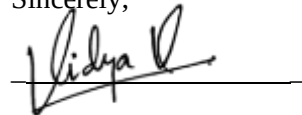
Your employment with the Company can be terminated by either party by giving 2 months' notice. You are required to bring the following documents in original and photocopy at the time of joining us:

- School leaving certificate/mark sheets (10, 10+2)
- Graduate certificate and mark sheet.
- Postgraduate certificate and mark sheet (if applicable).
- Relieving letter and Experience certificate from all the previous employers (if applicable).
- Last 2 pay slips from your previous employer (if applicable).
- PF Passbook (if applicable).
- Latest Form 16 (if you are an IT assesses)
- Pan Card
- Aadhar Card
- Passport (If not available, please apply)
- Two copies of your recent size photographs.

Breach of any of the conditions mentioned in this letter and including the Company's "Terms and Conditions of Employment" and other rules and regulations will render you liable to immediate termination of your employment without any notice or compensation.

We look forward to a long-lasting and mutually beneficial relationship and are confident your abilities will play a key role in our Company. Please let me know if you have any questions.

Sincerely,



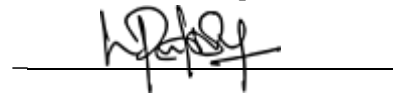
Date: 09/11/2023

Vidya V

Human Resources

Tekizma India Solutions Private Limited.

I have read and accept the offer



Date: 14/12/2023

Name: Hemapriya S

Annexure 1

Details of Compensation

Name: Hemapriya S		Date: 12/7/2024	
Designation: Product Engineer		Location: Bengaluru	
CTC		700,000	
Salary*		Annual	Monthly
	Basic Salary	252,000	21,000
	House Rent Allowance (40% of Basic)	100,800	8,400
	Special Allowance	197,960	16,497
	Tekizma Select (Optional)- see below	49,000	4,083
	Gross Monthly Compensation	599,760	49,980
	Provident Fund	30,240	2,520
	CTC Fixed	630,000	52,500
	Performance-Based Bonus**	70,000	
	Total CTC	700,000	
	Tekizma Optional Select		
	Internet and Mobile	24,000	2,000
	Parents Insurance Benefit**	25,000	2,083
	Additional Benefits		
	Employee and Family Insurance***	Company Paid	
	Personal Accidental Insurance	Company Paid	

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*Any tax liability out of the above compensation elements will be to the employee's own account.

** Performance-based bonus is paid by the end of the year depending on the performance of the employee. The Bonus will be paid on December 2024 in prorated form.

***If Employee wants to cover the parents under Mediclaim.

****Employee and Family Insurance schemes, with coverage of INR 5 Lakhs per annum, effective upon successful completion of the probationary period.

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Phone: +91 96635 81533

Soundharya R

November 9, 2023

Dear Soundharya,

On behalf of Tekizma India Solutions Private Limited., we are pleased to extend an offer of employment for the position of **Product Engineer**. Your start date for this offer will be **July 12th, 2024**.

In the event you accept this offer and join our organization, your total compensation will be **Rs 700,000 (Seven Lakh Rupees Only)** per annum.

Salary will be paid monthly, and subject to deduction for taxes and other withholdings. Please see the below schedule for your monthly pay.

Your appointment is subject to the signing of the terms and conditions and the NDA document that will be given on the first day of employment. Please read through the key terms of your appointment-

1. You will be on probation for a period of six months from the date you join Tekizma. Confirmation will be subject to your successfully completing your probationary period.
2. This offer is subject to successful background verification.
3. While you join us as **Product Engineer** the Company reserves the right to assign work to you in such other capacities and such places in India and abroad as the Company may decide from time to time.
4. Our offer is contingent on your acceptance of the company's "Terms and Conditions of Employment". Further, you will abide by the rules and regulations of the Company which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service which shall be binding on you.
5. During the probationary period, the company can terminate employment with or without giving notice if performance standards are not met, breach of any obligations to be observed, and if misconduct in relation to duties to carry out all orders and instructions lawfully issued to employees by the company.

Please sign a copy of this letter and mail it back to us to confirm your acceptance. In the event, we do not receive your confirmation within 7 days, the offer will be deemed invalid.

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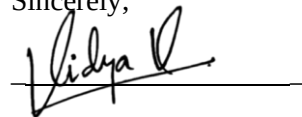
Your employment with the Company can be terminated by either party by giving 2 months' notice. You are required to bring the following documents in original and photocopy at the time of joining us:

- School leaving certificate/mark sheets (10, 10+2)
- Graduate certificate and mark sheet.
- Postgraduate certificate and mark sheet (if applicable).
- Relieving letter and Experience certificate from all the previous employers (if applicable).
- Last 2 pay slips from your previous employer (if applicable).
- PF Passbook (if applicable).
- Latest Form 16 (if you are an IT assesses)
- Pan Card
- Aadhar Card
- Passport (If not available, please apply)
- Two copies of your recent size photographs.

Breach of any of the conditions mentioned in this letter and including the Company's "Terms and Conditions of Employment" and other rules and regulations will render you liable to immediate termination of your employment without any notice or compensation.

We look forward to a long-lasting and mutually beneficial relationship and are confident your abilities will play a key role in our Company. Please let me know if you have any questions.

Sincerely,



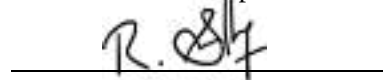
Date: 09/11/2023

Vidya V

Human Resources

Tekizma India Solutions Private Limited.

I have read and accept the offer



Date:

Name: Soundharya R

Annexure 1

Details of Compensation

Name: Soundharya R		Date: 12/7/2024	
Designation: Product Engineer		Location: Bengaluru	
CTC		700,000	
Salary*		Annual	Monthly
	Basic Salary	252,000	21,000
	House Rent Allowance (40% of Basic)	100,800	8,400
	Special Allowance	197,960	16,497
	Tekizma Select (Optional)- see below	49,000	4,083
	Gross Monthly Compensation	599,760	49,980
	Provident Fund	30,240	2,520
	CTC Fixed	630,000	52,500
	Performance-Based Bonus**	70,000	
	Total CTC	700,000	
	Tekizma Optional Select		
	Internet and Mobile	24,000	2,000
	Parents Insurance Benefit**	25,000	2,083
	Additional Benefits		
	Employee and Family Insurance***	Company Paid	
	Personal Accidental Insurance	Company Paid	

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** Performance-based bonus is paid by the end of the year depending on the performance of the employee. The Bonus will be paid on December 2024 in prorated form.

***If Employee wants to cover the parents under Mediclaim.

****Employee and Family Insurance schemes, with coverage of INR 5 Lakhs per annum, effective upon successful completion of the probationary period.

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EXL

PRIVATE AND CONFIDENTIAL

Date: 24-May-2024

PEPITHASRI S
19/B, Solarajapuram,
Woralyur,
Trichy 620003
India

EMPLOYMENT AGREEMENT

Dear PEPITHASRI

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **SCIOInspire Consulting Services (India) Private Limited** to the position of **Senior Executive - Programmer Analyst** at Band A2, on the terms and conditions set out herein after:

1 EMPLOYMENT

1.1 Your effective date of joining shall be no later than : **10-Jun-2024**

1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest.

1.3 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.

(ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;

S. PEPITHASRI
19/05/2024

(iii) On our receiving two satisfactory references; and

(iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

(v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically terminate without giving you any claim for compensation or damages, but without prejudice to the Company's rights and / or remedies against you.

1.4 Probation:

(i) You will be on probation* for a period of **180 Days** from the date of joining which can be extended by the company at its sole discretion in case your performance does not meet requisite standards or for any other reason as deemed fit or proper by the company. At the end of the probation period your services with the company would be deemed confirmed unless specifically extended by the company in writing, within the said period of **180 Days**

*No probation period for Band D and above

(ii) During the period of probation including during the extended period of probation, *if any*, your services are liable to be terminated by either party at any time without cause with **60 days** written notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over and/or knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client or work commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(iii) In case, during your notice period, you abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary / wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(iv) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on Company premises including without limitation on the production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation.

Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(v) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts, it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media, or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(vi) Waiver of notice period is at the sole discretion of the Company. If Company exercises such discretion then notice period shall be waived of by the Company in writing only therefore any verbal assurance given by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

2. PLACE OF POSTING

2.1 Your initial place of posting shall be at **EXL SCIO Chennai C-52**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. It is a condition to your employment that you comply with any such requirements of the Company. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed or transferred to.

2.2 You may however also be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other company associated to the Company or to Company's clients' or clients' customers offices whether in India or abroad.

2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

2.4 Actual work timings and shifts may vary from time to time based on business and client / client's customer service requirements. The Company reserves the right to change the working hours at any time and employee will be advised of the changes in advance. An employee is expected to work in any shift including in night shift as may be assigned to him/her by the Management.

3. PERFORMANCE OF DUTIES

3.1 You shall be assigned with all the duties and responsibilities of the **Senior Executive - Programmer Analyst** at Band A2 and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3. You have represented, stated, affirmed, declared and/or accepted, and/or you hereby represent, state, affirm, declare and/or accept that you presently are not in any kind or form of dual employment whatsoever and/or there is no impediment whatsoever including without limitation legal or contractual that prevents, stops, debar or disentitle you from accepting this offer or joining the Company's employment, and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Company and its management, directors, managing director, principal officer, officers, employees, representatives, advisors, assigns and successors (here-in-after collectively and/or severally referred to as the "Indemnified") and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every losses, liabilities, damages, claims, demands, settlements, charges, fees, amounts, expenses and/or costs (here-in-after collectively and/or severally referred to as the "Losses") including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Without prejudice to afore-said, this offer is made on the clear understanding that your employment is on whole-time basis and that you shall not undertake, do, involve or engage in and/or accept any other part-time or full-time work, job, employment or any independent assignments, without the prior authorized, unambiguous and specific written consent of the Company. You shall not, during the term of your employment engage directly or indirectly, whether part-time or full time, whether for profit / commercial interest or otherwise, in any other employment, business, occupation, profession, vocation or activity, whether as a principal, agent, servant, employee or otherwise, which whether or not be detrimental, whether directly or indirectly, to the Company's interests. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action for the same, which may go up to termination of your employment without any compensation or damages to you. Further, Company, without prejudice to its rights and/or remedies, reserves the right to seek injunctive relief against you and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Indemnified and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every Losses including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Notwithstanding anything contrary contained here-in and/or without prejudice to afore-said, the Company reserves the right to claim from you the Losses or any deficit including by way of deductions from your salary, emoluments or remuneration including full & final settlement and/or as per the process of law and you hereby unconditionally authorize the Company to do so without any or further notice or reference to you.

3.4 You shall use the office of the Company only for rendering such services for which you have been appointed.

3.5 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour work/week for all staff and management employees. You may be called upon to work in any of the shifts depending on the business and customer service requirements. Actual work timings and shifts may vary from time to time based on business and customer service requirements. By accepting this offer, you hereby agree to work in any shift including in night shift as may be assigned to you by the management. In case you, for the reasons attributable to you, work for less than 8 / 9 hours a day (as the case may be depending upon your location of work), it would be treated as absence from duty and your wages / salary shall be deducted accordingly.

3.6 You shall first apply for leave and get it sanctioned from your supervisor before proceeding on leave. Any leave taken by you otherwise shall not be taken cognizance of and your supervisor shall be entitled to mark you as 'absenting unauthorizedly'/'on unscheduled off'. Any sick leave of over three days has to be supported with medical certificate, fitness

S. Papi thadur
10/06/2020

certificate and other medical documents including prescriptions, medicine bills, reports and records to support your sickness and treatment. Any emergency leave shall be informed by you personally to your supervisor over a phone (not via sms) at least six hours before your shift time otherwise you would be marked as 'unauthorized absence /or unscheduled off'

3.7 The employees shall be entitled to their monthly emoluments only if they give the normal production/output and perform work according to their scheduled working hours. In case, therefore, the employees resort to go-slow and/or intermittent stoppage of work, or slow-down or work-to-rule, or absent from duty, which shall include employee's absence from the place or places where, by the terms of his/her employment or Company's instructions, he or she is required to work (the employee shall be deemed to be absent from the place where he/she is required to work if, although present in such place, he/she refuses, defaults, omits or neglects to carry out his/her work) , or the like, such employees shall be entitled to receive wages/salary only in proportion to the production/output given by them / hours during which they have actually performed normal work. This is without prejudice to the right of the management to effect penal deduction of wages/salary under applicable law or this Employee Handbook.

3.8 You shall use client provided / allotted e-mail for rendering services to client only or strictly for client related official work only. Such e-mail shall not be used by you for any other purpose including without limitation for applying for leave, for tendering your resignation, for raising any grievance, etc. Further, you shall not communicate with the client or with client customers' directly via any mode or medium whatsoever unless prior written specific authority is provided to you by the Management.

4. BACKGROUND VERIFICATION

The Company will get employee's background verified either internally or through any external agency engaged by the Company. By accepting the employment offer, employee agrees that he/she has no objection, , to any such background verification and grants the Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to employee and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labor and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to employee and/or without further or additional consent from an employee.

5. EXTERNAL INTEREST

Every employee shall fully and truly disclose on his/her own behalf and, if married, on his/her spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, employee shall withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

6. COMPENSATION

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are

S. Perithadurai
10/04/2024

reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion.

6.1 As compensation for services to be rendered, you shall be paid a Basic Salary of Rs. 2,62,500 per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month but before expiry of the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto.

6.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

6.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.

6.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, allowances, discretionary bonus (if any), etc.) all debts owed by you to the Company or any of its group or affiliate companies or any fine or recovery imposed by the Company including pursuant to the Company's disciplinary procedure or to deduct any amount for absence from duty or for notice period not served by you or for damage to or loss of goods or Company assets or for recovery of advances or loans, etc.

6.5 As per the current policy of the company, you will be eligible for a target performance bonus above your Fixed CTC, consistent with the targets and other criteria of the Company's corporate bonus policy. The bonus is payable only if you are employed by the Company on the date of the bonus payment and have not given notice of resignation prior to the said payout date. This policy is subject to change at the discretion of Management. Taxes as applicable shall be deducted. (*Not Applicable for employee who are on another incentive plan)

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion

7. CONFIDENTIALITY

7.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.

7.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials

S. Peritha Sufi
10/06/2024

of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

7.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.

7.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

8. INTELLECTUAL PROPERTY RIGHTS

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company.

You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law).

If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

9. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of

S. Peritha Srip
10/06/2024

misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

10. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

11. LAY OFF, TERMINATION OF EMPLOYMENT AND RETIREMENT

11.1 The Company may, in the event of shortage of orders, finance, stores, power, etc., or, breakdown of machinery, equipment, communication or network systems, etc., or any serious technical issues, or any restrictions or the like placed by the Government or any statutory authority or the like, or seasonal variations or adverse climatic conditions or the like, or fire, catastrophe, civil commotion, epidemics, natural calamity, disaster, strike or slowing down of work on the part of employees, or any other sufficient cause of any nature whatsoever, temporarily stop work in any department / unit of the establishment or part thereof and lay-off any employee or employees concerned (including you), continuously or intermittently, for such period(s) as deemed necessary by the Management Company.

During any period or periods of lay-off, you shall not be entitled to any wages or compensation except compensation under any applicable law; provided that, in case of lay-off for more than 45 days during any period of twelve months, no lay-off compensation, in any case, shall be payable to any employee after the expiry of the first 45 days of lay-off, whether continuous or intermittent, which you are hereby deemed to have specifically agreed to by accepting the offer of appointment and remaining in the service of the Company.

11.2 (A) After completion of the Probationary period, either the Company or you may at any time terminate this agreement without cause by giving in writing to the other party 60 day's notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if you're not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice, and withhold your relieving and experience letters. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(B) In case you, during your notice period, abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary

S. Pepithaswari
10/06/2024

/ wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(C) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on the Company premises including without limitation on production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(D) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(E) Waiver of notice period is at the sole discretion of the Company. If Company exercises its

discretion then waiver of notice period shall be in writing only therefore any verbal assurance by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

(F) After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

11.3 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

11.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, client's customers, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You shall not be entitled to engage in any other employment, work or business during the notice period. You shall not be entitled to take any leave (unless applied for and permitted in writing, and sanctioned, by the management and on such terms & conditions as may be prescribed by the management) during the notice period. Any leave sanctioned by the management shall result in extending your notice period by number of days you had taken the sanctioned leave.

11.5 You shall retire on your 60th birthday or the last day before that, if your birthday does not fall on a working day.

11.6 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your employment forthwith in any of the following circumstances:

S. Peritha Sufi
10/26/2024

- Breach by you of any of the terms of this employment agreement;
- Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 here in above;
- Unauthorized absence beyond a period of 5 (five) consecutive days;
- Inability to perform your duties beyond a period of (30) days, whether on medical grounds or on any other grounds;
- Physical or mental incapacitation to perform your duties;
- Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- Commission of any act detrimental to the interests of the Company;
- Commission of any act of moral turpitude;
- Major misconduct;
- Commission of an act of insolvency;
- Conviction in any court of law for the commission of any crime; or
- Your performance is continuously measured as below expectation for a period of two months, despite due training.
- Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 11.6, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 11.6 hereinabove.

12. JOB ABANDONMENT

If you, abscond from duties, or remain unauthorizedly absent - or absent without authorization, or abruptly stop reporting to duties, or absent unauthorizedly without prior information to, and prior permission from, the Management, or remain absent without leave, or over-stay beyond your approved leave, for sixteen (16) consecutive days', it will be deemed that you have voluntarily resigned from the services of the Company or relinquished your employment and in such an event your name shall automatically stand removed from the rolls of the Company. The Company in such a case shall not be under any obligation to issue your relieving and experience letters. Company shall further be entitled to recover salary in lieu of notice not served by you from your salary, allowances and full & final payment and you hereby authorize the Company to do so without any notice or reference to you or without any further consent from you. You also agree that Company shall not be under any obligation to prove your intent as described here-in and it shall be deemed that you have no intention to resume duties.

13. OTHERS

S. Perithaswari
10/06/2024.

13.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this employment agreement.

13.2 You shall immediately inform the Company in writing about any change in your residential address. In case of any delay, negligence, failure or default on your part to do so, any communication, letter, notice, etc. addressed at your last known address available in Company records shall be deemed to be effective and valid communication to you and you shall be estopped from disputing or challenging the same.

13.3 You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written & specific authorization for its possession and use.

13.4 You also agree that, during your employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.

13.5 If any information furnished by you to the Company is found not to be true or is found to be false, misleading or inaccurate, or if you are found to have suppressed or concealed any material information / fact, or if you have misrepresented anything, the Company shall be entitled to terminate your employment without notice and/or without compensation or damages to you.

13.6 You agree that if you breach any of your obligations *inter alia* pertaining to notice period, confidentiality, intellectual property rights, inventions, non-compete or non-solicitation, the Company shall be entitled to seek equitable and injunctive relief against, and damages from, you, and notwithstanding anything contrary contained here-in this offer or in any of annexures, appendix, schedules, etc. appended to, or forming part & parcel of, this offer, you shall indemnify the Company for any and all the losses, liabilities, damages, costs or expenses suffered, sustained, incurred or paid by, or claimed / demanded from, or alleged, threatened, assessed / judged against, the Company including without limitation attorney fees and litigation costs. The provisions of this employment agreement shall be construed and governed in accordance with the laws of India.

14. Notification to New Employer

In the event that you leave the employment of the Company, you hereby consent to the notification to your new employer of your duties and obligations hereunder with respect *inter alia* to confidentiality, intellectual property rights, inventions, your notice period, your non-compete and non-solicitation obligations.

15. Proprietary Rights:

You shall agree that proprietary rights in any or all inventions, designs, applications or work systems which you have made or developed, wholly or partially, during your employment with the Company, shall be the exclusive property of the Company.

S. Perithaswini
10/06/2024

16. Travel for Work:

From time to time you will need to travel within India and abroad. You will need to maintain all required papers (passport, VISAs) to ensure ability to travel at short notice. While your base will remain the EXL SCIO Chennai C-52 region, the Company may request you to spend extended periods of time in other locations including the office of Company's parent company in New Jersey, USA.

17. Invention Assignment, Confidentiality and Non-Compete Agreement:

Additionally, you are also required to sign the Company's standard employee proprietary information agreement relating to confidential information and the assignment of proprietary developments to the Company. Your refusal and/or failure to sign the aforesaid agreement shall be sufficient cause for the Company to terminate your service forthwith without notice and compensation to you.

A copy of the agreement is attached for your signature as Appendix III (as applicable).

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

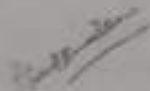
Please note that by signing this offer letter / agreement, you have agreed to accept the employment with the Company on the terms and conditions set out hereinabove. Upon your signature and return to us, this offer letter will be treated as an employment agreement and the terms and conditions of this employment agreement shall govern your employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer letter / employment agreement.

It is a pleasure to welcome you as a member of SCIOInspire Consulting Services (India) Private Limited .

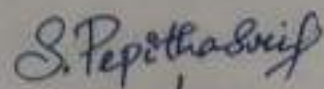
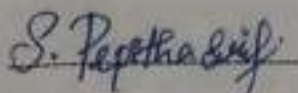
We are confident that your employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

For SCIOInspire Consulting Services (India) Private Limited



Parul Kataria
Vice President 2

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.
Agreed and accepted, and consented to, by me.


19/06/2024

PEPITHASRI S

Dated: 10-Jun-2024

Permanent Address:

19/8, Solarajapuram,

Woraiyur,

Trichy 620003

COMPENSATION AND BENEFITS

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), if applicable. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with superannuation benefits of Employees' Provident Fund and Gratuity in accordance with the applicable statutory requirements.
- You shall be covered under, a comprehensive medical insurance coverage (under Mediclaim Policy) for self, spouse and dependent children, not exceeding 3 dependents in total, and the personal accident insurance coverage for self only, as per the Company policy.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies. Details of other allowances and benefits are attached hereto as Appendix 3 (amended from time to time)
- You may receive an amount towards annual discretionary bonus based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, if any, for discretionary bonus shall be subject to *inter alia* –

- a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance
- b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;
- c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions, prior to or on the payout date of discretionary bonus;
- d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus; and
- e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honor the, same.

S. Pepsithasri
10/06/2024

Notes:

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove or as provided in applicable policies or as may be determined by the management in its absolute sole discretion from time to time. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible to bear any of your tax liability.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

Allowances (as applicable)

You may get paid following allowances as per the following specifications and annualized limits.

*Telephone Allowance, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

*Vehicle Running and Maintenance Allowance: Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**Personal Driver Allowance: Amount up-to-maximum limit as applicable per annum.

*Applicable for Band B and above

**Applicable for Band C and above

CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of exl Service.com (India) Private Limited. (hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

1. I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company.

2. I agree that during the period in which I provide services to the Company:

S. Peretha Srij
10/06/2024

3. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, unless lawfully made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of consulting services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.

4. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.

5. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.

6. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company.

All work I perform and all information, materials, products and deliverables developed by me in acting as a consultant to the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as a consultant to the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.

1. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Firm and for whom I provided any service as an employee of the Company during the five years prior to my leaving or (b) directly or indirectly, without the prior written consent of the Company, solicit for

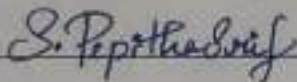
S. Perithanaraj
10/06/2024

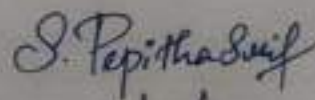
employment with myself or any Company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which list of clients I have disclosed to the Company prior to my joining.

2. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosure

3. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers of the Company.

4. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief against, and damages and indemnification from, me.

_____


10/06/2024

PEPITHASRI S

Appendix - 1

Name : PEPITHASRI S
 DOJ : 10-Jun-2024
 Designation: Senior Executive - Programmer Analyst
 Band : A2

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed	58823	705874
Basic	21875	262500
HRA	10937	131250
Leave Travel	1823	21867
Ad hoc Allowance	24188	290257
Retirals	3577	44126
Provident Fund	2525	31500
Gratuity	1052	12626
Variables	6250	75000
Annual Discretionary Bonus	6250	75000
Derived	0	0
Total Fixed Salary	62500	750000
Total CTC	68750	825000

** You may receive an amount towards annual discretionary bonus as per the Company's performance bonus policy, based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, if any, for discretionary bonus shall be subject to inter alia -

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions,

S. PEPITHASRI
 10/06/2024

prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus;

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honour the, same.

1. Group Medical insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.

2. You shall be provided with benefits of Gratuity in accordance with applicable provisions of the Payment of Gratuity Act, 1972 as amended up-to-date.

Appendix - 2

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

Rate of subsistence allowance: Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. Provided that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

B. Pune or Mumbai (State of Maharashtra) location:

1. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.

2. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowance. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence

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10/06/2024

allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

Provided further that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

C. Bengaluru (State of Karnataka) location:

1. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension
2. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.
3. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

D. Kochi (State of Kerala) location:

1. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension
2. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

E. Jaipur (State of Rajasthan) location:

1. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;

S. Pepitha Saif
10/06/2024

2. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance

if you accept any other employment, during the period of your suspension.

F. Hyderabad (State of Telangana) location:

1. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;

2. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

3. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence

allowance if you accept any other employment, during the period of your suspension.

1. Chennai (State of Tamil Nadu) location:

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

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S. Pepithasri
10/06/2024



Ford Motor Private Limited

11th July 2024

Ramyaa L J

2A1, Anna Nagar, 9th cross,
Peelamedu, Coimbatore -641004

Dear Ramyaa L J,

Congratulations!

We take immense pleasure on your appointment as **Junior Engineer** and welcoming you as a member in our ONE FORD family.

We are sure that you will find your career with Ford to be exciting. At Ford, we offer tremendous opportunities for you to make the best use and Go Further in the journey. Ford has always been a fun, safe and rewarding place to work. We encourage you to embrace yourself in our workplace initiatives to ensure we continue to be one of the great places to work in the country.

Wishing you all the best!

Authorized Signatory

HR Signature Name (**AC Ashok**)

DO NOT PRINT. This is an electronic document and does not require physical signatures

For Ford Motor Private Limited



**Registered Address: Plot Nos. 13,15 and 16, Survey No. 602/3 Part, ELCOT IT/ITES SEZ,
Sholinganallur, Chennai-600119, TamilNadu. Ph: +91-44-6474 1111, Fax: +91-44-6474 0647
Corporate Identity Number: U74120TN1998PTCO41070**

LETTER OF APPOINTMENT

11th July 2024

Ramyaa L J

2A1, Anna Nagar, 9th cross,
Peelamedu, Coimbatore - 641004

It gives us great pleasure to confirm to you our offer of employment and set out its terms and conditions with **Ford Motor Private Limited** (the company). We extend this offer, along with the opportunities it represents, with full confidence in your capabilities.

We would like to welcome you aboard as a **Junior Engineer** in **SG4** position level and you will report to **Manager** within **Information Technology** or to such other person nominated by him / her in the Company. Your Manager will communicate details of your role and work responsibilities in the initial weeks of you joining the Company.

Your initial place of work will be at **Chennai**. However, it is expressly agreed that your services are transferable, and you can be seconded or deputed based on business contingencies by the company to any operations in India or abroad; whether existing as on date of your appointment or to be established under the management and/ or ownership of Ford Motor Company.

Although this offer remains in effect until and including **16th July 2024**, we would appreciate being advised of your decision as soon as possible. Please review the Global Personal Identifier Data Collection and Use Statement found at this link. We will be sending you a request for your necessary personal information soon after acceptance of this letter. Your offer acceptance and provision to us of the information required to generate a GPID is your consent to this GPID Statement. Upon acceptance we will assign to you (if you don't already have one) a Global Personal Identifier (GPID) which will uniquely identify you and distinguish you from other individuals within Ford in a globally consistent manner. This GPID is used openly to identify individuals at Ford and to help control access to Ford systems, facilities and services. To generate a GPID, we will require you to provide your day, month and day of the week of birth. Your name and partial birthdate information will be retained in the GPID system which is located in the United States.

COMPENSATION AND BENEFITS:

- Your remuneration will be as elaborated in Annexure A, which forms an integral part of this offer of employment. Your remuneration has been arrived at, based on your background and merit. You are expected to keep this information and any changes made therein from time to time as personal and strictly confidential. In case you have any queries, you may discuss the matter with your human resource representative. The company in accordance with its prevailing policy and practices will review your compensation periodically.
- Your remuneration will be subject to statutory and other deductions as per company policies and practices. You will be responsible for your tax liabilities and compliance under applicable tax laws and regulations.
- The company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. Moreover, the very brief summaries contained herein are subject to the actual terms and conditions of such plans, programs and practices.
- In addition, you will be reimbursed all official expenses incurred during the course of employment as



per company policy, as laid down from time to time.

WORKING HOURS:

- The normal working hours will be for a duration of not exceeding 48 hours a week. Subject to the prevailing statutory provisions, the company may require you to work on any shift or public / weekly holidays based on business requirements.

PROBATION:

- You will be on probation for a **6 Month(s)** from the date of your commencing work. Unless notified to the contrary, you will be deemed to have been confirmed as a regular employee of the company on completion of the period of probation. This period may be extended at the absolute discretion of the company. During probation or at any time before confirmation, your services shall be liable to be terminated by either side giving one month's notice in writing or payment of salary in lieu thereof.

TERMINATION:

- Either party may terminate your employment at any time by giving to the other party **2 Month(s)** written notice or payment of salary in lieu thereof. The decision on waiver of notice period or accepting notice pay in lieu of notice period will be at the management's discretion.
- Notwithstanding the above, the company reserves the right at all times to terminate your employment forthwith, without notice or payment in lieu of notice, if you are involved in gross negligence, misrepresentation, misconduct or any criminal offense or any other moral breach of your responsibilities.

RETIREMENT:

- Upon attaining the retirement age, your employment with the company will terminate. The present retirement age for this position is 60 (SIXTY) years. However, the employment can be extended for maximum period of two years with a consent from the employer / employee.

OTHER TERMS AND CONDITIONS:

- You will be governed by the rules and regulations of the company as applicable, enforced, amended or altered from time to time during the course of your employment. You are expected to comply with all directions given to you by the company and faithfully observe all the rules, regulations and arrangements applicable to you.
- While in the employment of the company, you are in no way allowed to be employed by any other company on a permanent, temporary, full time or part-time basis or offer your services, with or without pay, to any physical person, legal entity or public authority or to be occupied in your own business without the prior knowledge and consent of the company.
- You are required to disclose fully to the company all your business interests whether or not they are similar to or in conflict with the business(es) or activities of the company, and all circumstances in respect of which there is, or there might be, a conflict of interest between the company and you or any immediate relatives.

A handwritten signature in blue ink, appearing to read 'Ran', is located in the bottom right corner of the document.

CONFIDENTIALITY:

- The terms of this offer is strictly confidential in nature and you shall not disclose to any unauthorized person, either during or after your employment with the company, for any reason, any information about the interest or business of the company or any affiliated Companies.
- You are not expected to disclose any information or documents, official or otherwise relating to the company without prior approval from the management in public papers, journals, pamphlets, leaflets and in virtual media.
- Any invention, development, discovery, formulae, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of the company, in connection with or in any way affecting or relating to the business of the company or capable of being used or adapted for use therein or in connection therewith shall be disclosed to the company and shall belong to and be the absolute property of the company.
- Upon termination of your employment with the company, you will be required to 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.

GENERAL:

- Your employment is contingent on the results of a background check, which may include a personal history check and reference checks, and can include verification of education and work history. If the results of these investigations reveal information that is inconsistent with our standards, this offer may be cancelled or your employment with the company may be subject to immediate termination.
- This appointment will be contingent on you declaring your medical condition, which is deemed fit. Please submit your medical declaration to the company prior to you actually joining the services of the company.
- This offer letter, together with the annexures, constitutes the offer of employment, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the company or its affiliates.
- You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter at the earliest. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. In the event of us not hearing from you within a reasonable time period, it will be assumed that you have declined our offer of employment and the offer will automatically stand withdrawn.

We would like you to join the Company on or before **22/07/2024**. At the time of joining, it is mandatory for you to submit the documents mentioned in your welcome email.

We welcome you to our company and wish you a long-lasting and rewarding association with us.



ANNEXURE A

Name	Ramyaa L J	
Grade	SG4	
Designation	Junior Engineer	
	Monthly	Annually
Salary Break Up	Rs 43375.00	Rs 520500.00
Base Salary	17350.00	208200.20
Flexible Benefit Allowance	26025.00	312300.80
Total Cash (A)	43375.00	520500.00
Retirals (Employer Contribution) (B)	Rs 2916.05	Rs 34998.00
Provident Fund	12% of Base Monthly Salary	12% of Base Annual Salary
Gratuity	4.81% of Base Monthly Salary	4.81% of Base Annual Salary
Total Pay (A+B)	Rs 46291.05	Rs 555498.00
	Sum of Monthly Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity	Sum of Annual Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity
Performance based Variable Pay (C)		Rs 75132.00
Total Cost to the Company (A+B+C)		Rs 630630.00

In addition to the above compensation, you are offered, a one-time relocation allowance of **Rs.50,000** (Fifty Thousand) to off-set expenses of the Pre-Trip, actual relocation trip, goods movement and intermittent stay requirements, as applicable.

This amount will be credited with your second month salary and is subject to tax deduction in accordance with existing laws.

This amount is entirely payable by you in case your last working day falls within one year of date of credit of the relocation lump-sum i.e. one year from the second month of your employment with FMPL. It is clarified that all travel expenses or stay related expenses to your base work location from your date of joining will not be reimbursed.



ANNEXURE – B
Additional Benefit Information

A. Reimbursements and Allowances in the Flexible Benefits Plan:

- 1. Telephone Reimbursement:** You can claim reimbursement of telephone expenses, at actuals, and subject to a maximum of INR 24,000/- per annum for SG01 to SG04, FCG; and INR 36,000/- per annum for SG05 to SG08.
- 2. National Pension Scheme (NPS):** NPS is a voluntary scheme introduced by the Government of India to enable individuals to save for their retirement. Employees can contribute towards NPS corporate Model through FBA module in ADP with a minimum contribution of INR.500 per month and without any upper limit. Only up to maximum of 10% basic salary is tax exempted out of the amount contributed towards NPS Corporate Model. This tax exemption is over and above 80C limit of INR 150,000/-.
- 3. Leave Travel Allowance:** You can claim reimbursement of your holiday travel expenses incurred for self, spouse, dependent children, siblings, and parents up to a maximum of INR 50,000 per annum for SG01 to SG04, FCG and INR 100,000/- per annum for other grades. As per the prevailing tax rules, leave travel allowance can be claimed twice in a block of four calendar years.
- 4. Meal Allowance:** This is a voluntary program and is applicable to employees based in non-plant locations only. You can choose to allocate up to INR 26,400 per annum from your FBA to meal allowance, which will be subject to tax exemptions as per prevailing income tax rules.

All claims for reimbursement of expenses should be supported by appropriate bills/ receipts. Please note that these reimbursements/ allowances will be considered for tax calculations based on prevailing tax rules that may change from time to time. Retirement Benefits:

B. Incentive or Performance Incentive:

You will be eligible for Performance Incentive and / or bonus only if you are an employee on the rolls of the company as on 31st December of the performance year for which the annual Performance Incentive and / or bonus is declared or as per the applicable statute. Further you will be eligible to receive this payment only if you are on the rolls of the Company on the date on which the annual performance incentive and / or bonus is notified. At target performance level, your bonus payout will be equivalent to 15% of the average total cash for your grade. Bonus payments are based on company and individual performance and will vary based on these parameters. In case of a grade change during the year, the target bonus will be prorated for the number of months worked in the prior salary grade. Any employee drawing monthly basic salary less than or up to INR 21,000 will be eligible for INR 16,800 Bonus per year as per Bonus legislation. Bonus will be paid to eligible employees on monthly basis, and this will be prorated based on working months/days. This will be part of FBA.

C. Retirement Benefits:

- 1. Provident Fund:** The Company will contribute 12% of your base salary towards PF. The company contribution to PF will be in line with and compliant with the prevailing statutory provisions.
- 2. Gratuity:** The Company will make provision for payment of gratuity in accordance with the Payment of Gratuity Act. You will be eligible for gratuity on leaving the services of the company at the rate of 15 days of Base salary for every year of service. This will be capped to a maximum of INR 2,000,000 in case of employees joining on or after 1st October 2018.

D. Life & Medical Insurance Benefits:



- 1. Life Insurance:** You will be provided a life insurance cover based on your grade. The coverage available by grade is as below

Grade	Insurance coverage (Rs.)
GSR 1, 2 & 3	6,00,000
GSR 4, 5 & 6	7,50,000
GSR 7 & 8	10,00,000

- 2. Hospitalization Insurance:** You, your spouse and two dependent children; or You and your LGBTQ partner will be covered under the company's hospitalization insurance policy. The annual medical insurance cover is INR 350,000/- per family insured. You can opt to cover your parents and a third child under our hospitalization insurance policy by paying the stipulated premium.
- 3. Personal Accident Insurance:** You will be provided a personal accident insurance cover for a sum equivalent to sixty times of your monthly basic salary.
- 4. Employee Deposit Linked Insurance:** Sum insured INR 702,000.
- 5. Dependent Benefit Scheme:** This is paid in the event of death of the employee enrolled in this scheme, due to any reason including accident. The amount paid to the beneficiary(ies) depends on the contribution from all employees who have enrolled in this scheme, which is further matched by Ford to a max of INR 500,000.
- 6. Gratuity Risk Cover:** Varies by Age and Tenure.

E. Other Benefits:

1. Long Service Awards	You are eligible to receive service awards on completion of five, ten and fifteen and twenty years of service.
2. AP Recognition Program	You are eligible to receive awards under this program. This program aims to recognize employees who have exhibited an enterprise view, displayed an innovation mindset, behaviours in line with our Ford+ Behaviours. You could refer to the AP recognition Policy in LifeatFord portal for more details.
3. Transport	Depending on the location of work, you may have access to subsidized transportation facilities.
4. Crèche	Depending on the location of work, you may have access to the Crèche facility.
5. Non-Standard Shift Allowance	Depending on your work timings, you may be eligible for non-standard shift allowance of Rs.475/- per day.
6. Variable Location allowance	Depending on the location of work and grade, you may be provided with Variable Location Allowance.



Please refer to the policy documents or reach out to your HR representative for more details on the above allowances, reimbursements, and benefits.

The above-mentioned benefits are provided at this point of time and will be subject to revision from time to time based on Company's discretion.

Acceptance

I have read the terms and conditions set out in this offer of employment and its annexures. I **Ramyaa L J** hereby accept this employment and will adhere to the company policies, procedures, instructions, etc. as may be communicated to me from time to time by the management.

A handwritten signature in blue ink, appearing to read 'Ramyaa L J', is positioned on the right side of the page.

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PRIVATE AND CONFIDENTIAL

Date: 24-May-2024

N SIDHARTH

11/3, East Street,
Agraharam, Singanailur,
Coimbatore 641005
India

EMPLOYMENT AGREEMENT

Dear N

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **SCIOinspire Consulting Services (India) Private Limited** to the position of **Senior Executive - Programmer Analyst** at Band A2, on the terms and conditions set out herein after:

1 EMPLOYMENT

1.1 Your effective date of joining shall be no later than : **10-Jun-2024**

1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest.

1.3 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.

(ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;

N. Sidarth
10.06.2024

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(iii) On our receiving two satisfactory references, and

(iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

(v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically terminate without giving you any claim for compensation or damages, but without prejudice to the Company's rights and / or remedies against you.

1.4 Probation:

(i) You will be on probation* for a period of 180 Days from the date of joining which can be extended by the company at its sole discretion in case your performance does not meet requisite standards or for any other reason as deemed fit or proper by the company. At the end of the probation period your services with the company would be deemed confirmed unless specifically extended by the company in writing, within the said period of 180 Days

*No probation period for Band D and above

(ii) During the period of probation including during the extended period of probation, if any, your services are liable to be terminated by either party at any time without cause with 60 days written notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over and/or knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client or work commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(iii) In case, during your notice period, you abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary / wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

N. Aravind
10/06/2024

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(iv) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on Company premises including without limitation on the production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(v) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts, it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media, or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(vi) Waiver of notice period is at the sole discretion of the Company. If Company exercises such discretion then notice period shall be waived of by the Company in writing only therefore any verbal assurance given by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

2 PLACE OF POSTING

2.1 Your initial place of posting shall be at **EXL SCIO Chennai C-52**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. It is a condition to your employment that you comply with any such requirements of the Company. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed or transferred to.

2.2 You may however also be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other company associated to the Company or to Company's clients' or clients' customers offices whether in India or abroad.

2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation

2.4 Actual work timings and shifts may vary from time to time based on business and client / client's customer service requirements. The Company reserves the right to change the working hours at any time and employee will be advised of the changes in advance. An employee is expected to work in any shift including in night shift as may be assigned to him/her by the Management.

3 PERFORMANCE OF DUTIES

3.1 You shall be assigned with all the duties and responsibilities of the **Senior Executive - Programmer Analyst** at Band A2 and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

N. Kalyan
10 Oct 2024

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3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3. You have represented, stated, affirmed, declared and/or accepted, and/or you hereby represent, state, affirm, declare and/or accept that you presently are not in any kind or form of dual employment whatsoever and/or there is no impediment whatsoever including without limitation legal or contractual that prevents, stops, debar or disentitle you from accepting this offer or joining the Company's employment, and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Company and its management, directors, managing director, principal officer, officers, employees, representatives, advisors, assigns and successors (here-in-after collectively and/or severally referred to as the "Indemnified") and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every losses, liabilities, damages, claims, demands, settlements, charges, fees, amounts, expenses and/or costs (here-in-after collectively and/or severally referred to as the "Losses") including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Without prejudice to afore-said, this offer is made on the clear understanding that your employment is on whole-time basis and that you shall not undertake, do, involve or engage in and/or accept any other part-time or full-time work, job, employment or any independent assignments, without the prior authorized, unambiguous and specific written consent of the Company. You shall not, during the term of your employment engage directly or indirectly, whether part-time or full time, whether for profit / commercial interest or otherwise, in any other employment, business, occupation, profession, vocation or activity, whether as a principal, agent, servant, employee or otherwise, which whether or not be detrimental, whether directly or indirectly, to the Company's interests. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action for the same, which may go up to termination of your employment without any compensation or damages to you. Further, Company, without prejudice to its rights and/or remedies, reserves the right to seek injunctive relief against you and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Indemnified and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every Losses including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Notwithstanding anything contrary contained here-in and/or without prejudice to afore-said, the Company reserves the right to claim from you the Losses or any deficit including by way of deductions from your salary, emoluments or remuneration including full & final settlement and/or as per the process of law and you hereby unconditionally authorize the Company to do so without any or further notice or reference to you.

3.4 You shall use the office of the Company only for rendering such services for which you have been appointed.

3.5 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour work/week for all staff and management employees. You may be called upon to work in any of the shifts depending on the business and customer service requirements. Actual work timings and shifts may vary from time to time based on business and customer service requirements. By accepting this offer, you hereby agree to work in any shift including in night shift as may be assigned to you by the management. In case you, for the reasons attributable to you, work for less than 8 / 9 hours a day (*as the case may be depending upon your location of work*), it would be treated as absence from duty and your wages / salary shall be deducted accordingly.

3.6 You shall first apply for leave and get it sanctioned from your supervisor before proceeding on leave. Any leave taken by you otherwise shall not be taken cognizance of and your supervisor shall be entitled to mark you as 'absenting unauthorizedly'/'on unscheduled off'. Any sick leave of over three days has to be supported with medical certificate, fitness

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certificate and other medical documents including prescriptions, medicine bills, reports and records to support your sickness and treatment. Any emergency leave shall be informed by you personally to your supervisor over a phone (not via sms) at least six hours before your shift time otherwise you would be marked as 'unauthorized absence / or unscheduled off'

3.7 The employees shall be entitled to their monthly emoluments only if they give the normal production/output and perform work according to their scheduled working hours. In case, therefore, the employees resort to go-slow and/or intermittent stoppage of work, or slow-down or work-to-rule, or absent from duty, which shall include employee's absence from the place or places where, by the terms of his/her employment or Company's instructions, he or she is required to work (the employee shall be deemed to be absent from the place where he/she is required to work if, although present in such place, he/she refuses, defaults, omits or neglects to carry out his/her work) , or the like, such employees shall be entitled to receive wages/salary only in proportion to the production/output given by them / hours during which they have actually performed normal work. This is without prejudice to the right of the management to effect penal deduction of wages/salary under applicable law or this Employee Handbook.

3.8 You shall use client provided / allotted e-mail for rendering services to client only or strictly for client related official work only. Such e-mail shall not be used by you for any other purpose including without limitation for applying for leave, for tendering your resignation, for raising any grievance, etc. Further, you shall not communicate with the client or with client customers' directly via any mode or medium whatsoever unless prior written specific authority is provided to you by the Management.

4. BACKGROUND VERIFICATION

The Company will get employee's background verified either internally or through any external agency engaged by the Company. By accepting the employment offer, employee agrees that he/she has no objection, , to any such background verification and grants the Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to employee and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labor and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to employee and/or without further or additional consent from an employee.

5. EXTERNAL INTEREST

Every employee shall fully and truly disclose on his/her own behalf and, if married, on his/her spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, employee shall withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

6. COMPENSATION

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are

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reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion.

6.1 As compensation for services to be rendered, you shall be paid a Basic Salary of Rs. 2,62,500 per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month but before expiry of the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto.

6.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

6.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.

6.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, allowances, discretionary bonus (if any), etc.) all debts owed by you to the Company or any of its group or affiliate companies or any fine or recovery imposed by the Company including pursuant to the Company's disciplinary procedure or to deduct any amount for absence from duty or for notice period not served by you or for damage to or loss of goods or Company assets or for recovery of advances or loans, etc.

6.5 As per the current policy of the company, you will be eligible for a target performance bonus above your Fixed CTC, consistent with the targets and other criteria of the Company's corporate bonus policy. The bonus is payable only if you are employed by the Company on the date of the bonus payment and have not given notice of resignation prior to the said payout date. This policy is subject to change at the discretion of Management. Taxes as applicable shall be deducted. (*Not Applicable for employee who are on another incentive plan)

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion

7. CONFIDENTIALITY

7.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.

7.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials

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10/10/2022

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of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

7.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.

7.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

8. INTELLECTUAL PROPERTY RIGHTS

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company.

You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law).

If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

9. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of

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10/01/2024

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misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

10. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

11. LAY OFF, TERMINATION OF EMPLOYMENT AND RETIREMENT

11.1 The Company may, in the event of shortage of orders, finance, stores, power, etc., or, breakdown of machinery, equipment, communication or network systems, etc., or any serious technical issues, or any restrictions or the like placed by the Government or any statutory authority or the like, or seasonal variations or adverse climatic conditions or the like, or fire, catastrophe, civil commotion, epidemics, natural calamity, disaster, strike or slowing down of work on the part of employees, or any other sufficient cause of any nature whatsoever, temporarily stop work in any department / unit of the establishment or part thereof and lay-off any employee or employees concerned (including you), continuously or intermittently, for such period(s) as deemed necessary by the Management Company.

During any period or periods of lay-off, you shall not be entitled to any wages or compensation except compensation under any applicable law; provided that, in case of lay-off for more than 45 days during any period of twelve months, no lay-off compensation, in any case, shall be payable to any employee after the expiry of the first 45 days of lay-off, whether continuous or intermittent, which you are hereby deemed to have specifically agreed to by accepting the offer of appointment and remaining in the service of the Company.

11.2 (A) After completion of the Probationary period, either the Company or you may at any time terminate this agreement without cause by giving in writing to the other party 60 day's notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if you're not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice, and withhold your relieving and experience letters. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(B) In case you, during your notice period, abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary

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/ wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(C) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on the Company premises including without limitation on production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(D) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(E) Waiver of notice period is at the sole discretion of the Company. If Company exercises its

discretion then waiver of notice period shall be in writing only therefore any verbal assurance by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

(F) After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

11.3 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

11.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, client's customers, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You shall not be entitled to engage in any other employment, work or business during the notice period. You shall not be entitled to take any leave (unless applied for and permitted in writing, and sanctioned, by the management and on such terms & conditions as may be prescribed by the management) during the notice period. Any leave sanctioned by the management shall result in extending your notice period by number of days you had taken the sanctioned leave.

11.5 You shall retire on your 60th birthday or the last day before that, if your birthday does not fall on a working day.

11.6 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your employment forthwith in any of the following circumstances:

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- Breach by you of any of the terms of this employment agreement;
- Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 here in above;
- Unauthorized absence beyond a period of 5 (five) consecutive days;
- Inability to perform your duties beyond a period of (30) days, whether on medical grounds or on any other grounds;
- Physical or mental incapacitation to perform your duties;
- Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- Commission of any act detrimental to the interests of the Company;
- Commission of any act of moral turpitude;
- Major misconduct;
- Commission of an act of insolvency;
- Conviction in any court of law for the commission of any crime; or
- Your performance is continuously measured as below expectation for a period of two months, despite due training;
- Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 11.6, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 11.6 hereinabove.

12. JOB ABANDONMENT

If you, abscond from duties, or remain unauthorizedly absent or absent without authorization, or abruptly stop reporting to duties, or absent unauthorizedly without prior information to, and prior permission from, the Management, or remain absent without leave, or over-stay beyond your approved leave, for sixteen (16) consecutive days', it will be deemed that you have voluntarily resigned from the services of the Company or relinquished your employment and in such an event your name shall automatically stand removed from the rolls of the Company. The Company in such a case shall not be under any obligation to issue your relieving and experience letters. Company shall further be entitled to recover salary in lieu of notice not served by you from your salary, allowances and full & final payment and you hereby authorize the Company to do so without any notice or reference to you or without any further consent from you. You also agree that Company shall not be under any obligation to prove your intent as described here-in and it shall be deemed that you have no intention to resume duties.

13. OTHERS

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13.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this employment agreement.

13.2 You shall immediately inform the Company in writing about any change in your residential address. In case of any delay, negligence, failure or default on your part to do so, any communication, letter, notice, etc. addressed at your last known address available in Company records shall be deemed to be effective and valid communication to you and you shall be estopped from disputing or challenging the same.

13.3 You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written & specific authorization for its possession and use.

13.4 You also agree that, during your employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.

13.5 If any information furnished by you to the Company is found not to be true or is found to be false, misleading or inaccurate, or if you are found to have suppressed or concealed any material information / fact, or if you have misrepresented anything, the Company shall be entitled to terminate your employment without notice and/or without compensation or damages to you.

13.6 You agree that if you breach any of your obligations *inter alia* pertaining to notice period, confidentiality, Intellectual property rights, Inventions, non-compete or non-solicitation, the Company shall be entitled to seek equitable and injunctive relief against, and damages from, you, and notwithstanding anything contrary contained here-in this offer or in any of annexures, appendix, schedules, etc. appended to, or forming part & parcel of, this offer, you shall indemnify the Company for any and all the losses, liabilities, damages, costs or expenses suffered, sustained, incurred or paid by, or claimed / demanded from, or alleged, threatened, assessed / judged against, the Company including without limitation attorney fees and litigation costs. The provisions of this employment agreement shall be construed and governed in accordance with the laws of India.

14. Notification to New Employer

In the event that you leave the employment of the Company, you hereby consent to the notification to your new employer of your duties and obligations hereunder with respect *inter alia* to confidentiality, Intellectual property rights, Inventions, your notice period, your non-compete and non-solicitation obligations.

15. Proprietary Rights:

You shall agree that proprietary rights in any or all inventions, designs, applications or work systems which you have made or developed, wholly or partially, during your employment with the Company, shall be the exclusive property of the Company.

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16. Travel for Work:

From time to time you will need to travel within India and abroad. You will need to maintain all required papers (passport, VISAs) to ensure ability to travel at short notice. While your base will remain the EXL SCIO Chennai C-52 region, the Company may request you to spend extended periods of time in other locations including the office of Company's parent company in New Jersey, USA.

17. Invention Assignment, Confidentiality and Non-Compete Agreement:

Additionally, you are also required to sign the Company's standard employee proprietary information agreement relating to confidential information and the assignment of proprietary developments to the Company. Your refusal and/or failure to sign the aforesaid agreement shall be sufficient cause for the Company to terminate your service forthwith without notice and compensation to you.

A copy of the agreement is attached for your signature as Appendix III (as applicable).

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this offer letter / agreement, you have agreed to accept the employment with the Company on the terms and conditions set out hereinabove. Upon your signature and return to us, this offer letter will be treated as an employment agreement and the terms and conditions of this employment agreement shall govern your employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer letter / employment agreement.

It is a pleasure to welcome you as a member of **SCIOInspire Consulting Services (India) Private Limited**.

We are confident that your employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

For **SCIOInspire Consulting Services (India) Private Limited**


Parul Kataria
Vice President 2

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.
Agreed and accepted, and consented to, by me.


N. Lohia
10/06/2024


N. Lohia
10/06/2024

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N STDHARTH

Dated: 10-Jun-2024

Permanent Address:

11/3, East Street,

Agraharam, Singanallur,

Coimbatore 641005

COMPENSATION AND BENEFITS

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with superannuation benefits of Employees' Provident Fund and Gratuity in accordance with the applicable statutory requirements.
- You shall be covered under, a comprehensive medical insurance coverage (under Mediclaim Policy) for self, spouse and dependent children, not exceeding 3 dependents in total, and the personal accident insurance coverage for self only, as per the Company policy.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies. Details of other allowances and benefits are attached hereto as Appendix 3 (amended from time to time)
- You may receive an amount towards annual discretionary bonus based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, *if any*, for discretionary bonus shall be subject to *inter alia* –

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions, prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus; and

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honor the, same.

N. L. d. g.
10/06/2024

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Notes:

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove or as provided in applicable policies or as may be determined by the management in its absolute sole discretion from time to time. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible to bear any of your tax liability.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

Allowances (as applicable)

You may get paid following allowances as per the following specifications and annualized limits.

*Telephone Allowance, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

*Vehicle Running and Maintenance Allowance: Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**Personal Driver Allowance: Amount up-to-maximum limit as applicable per annum.

*Applicable for Band B and above

**Applicable for Band C and above

CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of exl Service.com (India) Private Limited, (hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

1. I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company.

2. I agree that during the period in which I provide services to the Company:

N. V. Raj
20/06/2024

EXL

3. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, unless lawfully made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of consulting services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.

4. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.

5. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.

6. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company.

All work I perform and all information, materials, products and deliverables developed by me in acting as a consultant to the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as a consultant to the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.

1. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Firm and for whom I provided any service as an employee of the Company during the five years prior to my leaving or (b) directly or indirectly, without the prior written consent of the Company, solicit for

M. Dolly
10/06/2

EXL

employment with myself or any Company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which list of clients I have disclosed to the Company prior to my joining.

2. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosure

3. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers of the Company.

4. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief against, and damages and indemnification from, me.

N. Balaji 10/06/2024

N. Balaji

10/06/2024

EXL

N SIDHARTH

Appendix - 1

Name : N SIDHARTH
DOJ : 10-Jun-2024
Designation: Senior Executive - Programmer Analyst
Band : A2

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed	58823	705874
Basic	21875	262500
HRA	10937	131250
Leave Travel	1823	21867
Ad hoc Allowance	24188	290257
Retirals	3677	44126
Provident Fund	2625	31500
Gratuity	1052	12626
Variables	6250	75000
Annual Discretionary Bonus	6250	75000
Derived	0	0
Total Fixed Salary	62500	750000
Total CTC	68750	825000

** You may receive an amount towards annual discretionary bonus as per the Company's performance bonus policy, based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, if any, for discretionary bonus shall be subject to inter alia –

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions,

N. Koley
10/06/20

EXL

prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus;

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honour the, same.

1. Group Medical insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.

2. You shall be provided with benefits of Gratuity in accordance with applicable provisions of the Payment of Gratuity Act, 1972 as amended up-to-date.

Appendix - 2

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

Rate of subsistence allowance: Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. Provided that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

B. Pune or Mumbai (State of Maharashtra) location:

1. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.

2. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowance. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence

N. Kalyan
10/06/2022

EXL

allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

Provided further that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

C. Bengaluru (State of Karnataka) location:

1. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension

2. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.

3. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

D. Kochi (State of Kerala) location:

1. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension

2. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

E. Jaipur (State of Rajasthan) location:

1. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;

M. L. Jay

10/06/20

EXL

2. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension.

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

F. Hyderabad (State of Telangana) location:

1. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;

2. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

3. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence

allowance if you accept any other employment, during the period of your suspension.

1. Chennai (State of Tamil Nadu) location:

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

N. Dolly
10/06/2024

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N. Sidarth

10/06/2024

N SIDHARTH

N. Sidarth

10/06/2024

24-April-2024

Dear Francis Stephen J,

We are pleased to confirm our offer to have you join ARGA Investment Management (India) Private Limited (“ARGA India or The Company”).

The terms of your Employment are given below:

Conditions of Offer.

Your offer is contingent upon successful completion of a routine background investigation, reference checks, signing of the ARGA India Confidentiality, Non-Compete and Non-Solicitation Agreement and acknowledgement of having read, understood and agreeing to abide by the terms of the Separation Agreement.

Compensation.

Your title will be Programmer Associate and your location will be ARGA’s Chennai office. Your start date will be 8th May 2024. Your Cost to Company (“CTC”) will be Rs.4,00,000/- (Rupees Four Lakhs Only) per annum. The CTC is all inclusive, will include your base salary, subject to Taxes to be Deducted at Source (TDS), provident fund, and you shall be solely responsible for any taxes on the payments or benefits to be made to you hereunder. For every financial year following the current financial year, the details of your CTC will be intimated to you in writing within the first month of that financial year immediately following on the current financial year-end review process.

You will be eligible for an annual discretionary bonus, subject to TDS, which will be based on your performance and the overall performance of the Company, provided you are actively employed as of the date bonuses are paid. Bonus decisions, if any, shall be made by the Company within a reasonable amount of time following the end of each financial year in its sole and absolute discretion. The annual discretionary bonus is prorated if you are tenured for less than 12 months with the Company.

You will be entitled to 24 (12 vacation days + 12 sick days) days during each year of employment in addition to official vacation days of ARGA India.

Duties and Powers.

During your employment, you shall be a full time employee of ARG A India and shall not without prior written consent, undertake any other employment, consultancy, business, trade or occupation whatsoever, whether part time or otherwise. You shall undertake such travel, in and outside India in connection with your Employment as may be required of you from time to time, at ARG A India's expense. During your Employment, ARG A India may in its sole discretion depute you to other office(s) of ARG A India, if any, for performing your functions, duties and responsibilities. You shall obey any such directions given to you. During such periods of deputation, you shall at all times remain an Employee of ARG A India and your remuneration shall be payable by ARG A India in accordance with the provisions hereof. ARG A India shall be entitled to transfer you, temporarily or permanently, at any time during the continuance of your Employment, to any department, establishment or office of ARG A India or its affiliates within or outside India, at its sole discretion, at mutually agreed upon remuneration.

Confidentiality, Non-Compete and Non-Solicitation.

You shall enter into the Confidentiality, Non-Compete and Non-Solicitation Agreement with the Company which forms an integral part of this letter. In the event of a breach of any or threat of breach of any provision(s) of the CNCNSA, ARG A India shall be entitled to forthwith terminate your Employment.

Employment Policies and Procedures.

Subsequent to you being confirmed in your Employment with ARG A India as aforesaid, either party may terminate the Employment at any time by giving the other not less than three calendar months prior written notice in that behalf, without assigning any reason thereof. On the expiry of the period of such notice, this letter shall stand terminated and you shall cease to be in the Employment of ARG A India. However, ARG A India shall be entitled to terminate your Employment at any time by giving you three months' notice. Notwithstanding anything to the contrary contained herein, ARG A India shall be entitled to terminate your Employment forthwith, without notice or payment of any kind in lieu of notice or otherwise, in case:

- (i) you are guilty of any dishonesty, misconduct or neglect of duty or incompetence in the discharge of your duty; or
- (ii) of any breach on your part of the terms of your Employment other than a breach which (being capable of being remedied) is remedied by you forthwith upon being called to do so by ARG A India; or
- (iii) you are adjudged insolvent or apply to be adjudged insolvent or make any composition or arrangement with your creditors; or
- (iv) you commit a breach of the provisions of the CNCNSA.

Any indulgence granted or forbearance shown by the Company to you in connection with any breach on your part of any provisions herein contained shall not constitute a waiver by ARGA India of its rights hereunder and shall not preclude it from enforcing its rights hereunder against you.

If you shall at any time be prevented by ill health, accident, or other physical or mental disability of any kind from performing your duties hereunder, you shall promptly inform ARGA India and provide it with such details and information as it may require. ARGA India shall be entitled to terminate your appointment by giving you three calendar month prior written notice in the event of you being unable, by reason of such ill health or accident or other physical or mental disability of any kind, to attend to the business and work or to discharge your duties in terms of this letter for a period of more than sixty days in a given fiscal year.

Upon termination of your Employment for any reason whatsoever, you shall hand over charge to such person nominated for that purpose by ARGA India and shall deliver to such person all documents, papers, materials and other property of ARGA India as may be in your possession, custody or control, including diaries, notes and all correspondence either addressed by or to you or to ARGA India. In addition, you will sign the Final Separation Agreement (“Separation Agreement”) that will govern the terms of such termination. A copy of the Separation Agreement, which will be substantially similar, is given in Annexure I.

Trading Policies and Procedures.

You will be required to adhere to the ARGA India Trading Policy (to be in place shortly) and get the approval from the Head of Human Resources prior to executing any trade in securities.

Governing Law.

Any dispute arising from the terms of this agreement and/or any related agreements shall be subject to the exclusive jurisdiction of the courts at Chennai only.

The terms of this offer and Employment are strictly confidential, and you agree not to disclose the contents to any person or entity except your legal, tax and financial advisors. ARGA India reserves to itself the absolute right to alter, add or modify the above terms and conditions without assigning any reason, provided that any such change shall be valid only if in writing.

This letter together with the CNCNSA, as may be amended from time to time in terms thereof, represents the complete understanding between the parties regarding the Employment relationship and it supersedes and cancels all prior oral and/or written communications, agreements, arrangements and understandings on the subject matter hereof. In addition, by executing this letter you affirm that you have provided all of the pertinent information to ARGA India to properly evaluate your candidacy and that the information is accurate.

Please let us know of your decision to join ARGA India by signing a copy of this offer letter and returning it to us.

Sincerely,



Bhaskar Kakarla Rajagopal
Managing Director
ARGA Investment Management (India) Private Limited

ACCEPTED AND AGREED:



Signature:

Date: 25.04.2024

ARGA Investment Management (India) Private Limited

4th Floor, VBC Solitaire,
No. 47 & 49, Bazullah Road, T. Nagar,
Chennai - 600017, INDIA

ANNEXURE I

FORM OF SEPARATION AGREEMENT

This Separation Agreement is entered into as of <DATE>, by and between ARGA Investment Management (India) Private Limited (“ARGA India” or “COMPANY”), and <EMPLOYEE NAME>, <EMPLOYEE ADDRESS> (“THE EMPLOYEE”).

<EMPLOYEE> has been employed by ARGA India, and in connection with the termination of his/her employment, ARGA India and <EMPLOYEE> mutually wish to settle fully and finally all outstanding matters between them, including, but in no way limited to, any outstanding matters that might arise out of <EMPLOYEE's> employment with ARGA India, and the termination thereof and to release any and all claims <EMPLOYEE> has arising from his employment with ARGA India as follows:

1. **Termination Date.** <EMPLOYEE> acknowledges that his/her last date of employment by ARGA India is <TERM DATE> (the “Termination Date”), and that in consideration for <EMPLOYEE> entering into this agreement, ARGA India shall continue to pay <EMPLOYEE> salary in accordance with the following payment schedule:

< PAY DATE >	<AMOUNT>

Total	<AMOUNT>

From the date hereof until <TERM DATE> (the “Transition Period”), <EMPLOYEE> agrees to cooperate in full and to be available to ensure the complete transition of his responsibilities. <EMPLOYEE> shall cease to accrue any further vacation after the Termination Date.

<EMPLOYEE> understands and agrees that, effective as of the Termination Date, he is no longer authorized to incur any expenses, obligations or liabilities on behalf of ARGA India and he will promptly submit for reimbursement all outstanding expenses incurred by him prior to such date. <EMPLOYEE> further understands and agrees that, effective as of the Termination Date, he is no longer authorized to conduct any business on behalf of ARGA India, to serve as an authorized signatory, or to hold himself out to anyone as a employee, agent or representative of ARGA India.

2. **Resignation.** The execution of this Agreement by <EMPLOYEE> shall serve as his/her resignation as a EMPLOYEE of the Company, effective as of the Termination Date.

3. **Terms of Separation.** ARGA India is providing and <EMPLOYEE> is accepting the agreements of ARGA India set forth in this Agreement in full and complete satisfaction of any and all claims of <EMPLOYEE> for salary, vacation, draw, bonus, pension, group medical, life and disability insurance, profit sharing, stock options and other equity-related compensation, incentive compensation, any severance or separation pay, or other claim for compensation or benefits of any kind or nature whatsoever, that <EMPLOYEE> may now have, ever claimed to have, or could claim to have, including but not limited to any claims under any offer of employment letter from ARGA India (the "Employment Letter"). <EMPLOYEE's> coverage under the ARGA India medical plan shall terminate on <BENEFIT TERM DATE>.
4. **Consideration.** <EMPLOYEE> acknowledges the sufficiency of the consideration for this Agreement generally and specifically for the release of <EMPLOYEE>'s claims in Paragraph 6 hereof. <EMPLOYEE> shall be solely responsible for any taxes on the payments or benefits to be made to him/her hereunder.
5. **No Other Claims.** Except for the payments noted in Paragraph 1 and 3 of this Agreement, no other payments or benefits shall be made by ARGA India to <EMPLOYEE> and <EMPLOYEE> acknowledges that he/she has no entitlement to, or any right to make any claim for, any salary, bonus, payments, benefits or compensation by ARGA India and its affiliates of any kind whatsoever, including any claims under the Employment Letter.
6. **Release by EMPLOYEE.** In consideration for the promises contained herein, <EMPLOYEE> hereby irrevocably and unconditionally releases, acquits and forever discharges for himself/herself and his/her heirs, executors, administrators, successors and assigns, ARGA India and each of ARGA India's parent companies, branches, stockholders, predecessors, successors, assigns, affiliates, clients (and stockholders, agents, directors, officers, EMPLOYEES, representatives, attorneys, divisions, subsidiaries, affiliates, clients (and stockholders, agents, directors, officers, EMPLOYEES, representatives and attorneys of such parent companies, branches, divisions, subsidiaries, affiliates and clients), and all persons acting by, through, under or in concert with any of them (collectively, the "Company Releasees"), or any of them, from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts and expenses (including attorneys' fees, and costs actually incurred) of any nature whatsoever, known or unknown, suspected or unsuspected, including, but not limited to, (i) claims arising directly or indirectly out of the <EMPLOYEE>'s employment by ARGA India, and the termination of <EMPLOYEE>'s employment, claims in equity, tort or law for wrongful discharge, breach of contract whether express or implied, personal injury, defamation, mental anguish, injury to health and reputation, workers' compensation, or compensation or benefits of any kind or nature and (ii) any other claims arising out of <EMPLOYEE>'s employment with ARGA India, the termination of his/her employment or arising under the Employment Letter ("Claim" or "Claims"), which <EMPLOYEE> now has, or ever

claimed to have, or could claim against each or any of the Company Releasees. <EMPLOYEE> hereby agrees to forego any right to file any charges or complaints with any governmental agencies or a lawsuit against ARG A India. Notwithstanding the foregoing, the release by <EMPLOYEE> in this paragraph shall not limit the right of <EMPLOYEE> to seek or enforce the provisions of this Agreement.

7. **Property and Information.** <EMPLOYEE> has returned or will immediately return, effective as of the Termination Date, to the Company, all “ARG A India Information” and related reports, customer lists, proprietary information, trade secrets, strategies, business plans, notes, maps, files, blueprints, drawings, memoranda, manuals, and records; credit cards, cardkey passes, door and file keys; automobiles; computers; computer access codes, computer disks and files, magnetic media or business information in any form; software; other business information of ARG A India or its affiliates and their clients; and other physical or personal property which, <EMPLOYEE> received or prepared or helped prepare in connection with his employment; and <EMPLOYEE> has not retained and will not retain any copies, duplicates, reproductions, or excerpts thereof in any form. The term “ARG A India Information” as used in this Agreement includes, without limitation, information received from third parties, other confidential business or financial information, and other materials and information described in this paragraph.
8. **Confidentiality.** (a) <EMPLOYEE> represents and agrees that he will keep the terms and facts of this Agreement completely confidential and that he will not hereafter disclose any information concerning this Agreement to anyone, except that information concerning this Agreement may be disclosed to <EMPLOYEE>’s legal and tax advisors and to, <EMPLOYEE>’s immediate family; provided that such persons agree to keep such information confidential and not to disclose it to any other person.
(b) <EMPLOYEE> agrees that, except to the extent compelled by law or legal process, he/she (i) will not hereafter disclose or communicate non-public Company Information to any third party (including as a third party for this purpose, EMPLOYEES and former EMPLOYEES of ARG A India and its affiliates, and governmental agencies), and (ii) will not encourage, instigate, participate in, provide information in connection with, testify, facilitate, assist, persuade or attempt to facilitate, assist or persuade any such third party to commence or prosecute any legal proceedings against ARG A India and its affiliates and their clients.
(c) <EMPLOYEE> agrees that he/she is bound by the terms and conditions of the Confidentiality, Non-Competition and Non-Solicitation Agreement (CNCNSA) unless ARG A India, in its sole discretion, has waived such binding in part or full, in writing.
9. **Non-Disparagement.** <EMPLOYEE> and the members of the Board of Directors of ARG A India represent and agree that they shall each refrain from voluntarily making any written or oral statements to any person or entity with whom any of the parties has had or has a business or social relationship or to the press, or to any other person or entity, which may reasonably be expected to impugn the character, integrity or ethics of ARG A India and its affiliates and their clients or damage the business, image or reputation of, ARG A India and its affiliates, in the case of statements by the members of the Board of Directors.

10. **Applicable Law.** This Agreement shall be governed and construed under the laws of India. Any disputes arising under this Agreement shall be resolved in the courts of Chennai. The Company and EMPLOYEE agree not to assert that any action brought in such courts has been brought in an inconvenient forum. The parties agree that in the event that any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions of the Agreement are intended to remain in full force and effect.
11. **Voluntary Agreement.** <EMPLOYEE> acknowledges that he/she is entering into this Agreement voluntarily and that he/she has read and fully understands all of its provisions. <EMPLOYEE> acknowledges that he/she understands that this Agreement contains a full and final release of all of his claims against ARGA India and the other Company Releasees described in Paragraph 6 hereof. This Agreement constitutes the entire understanding of the parties, supersedes all prior oral or written agreements and cannot be modified except by a writing signed by both parties. Each party agrees to bear their own legal expenses in connection with the negotiation, preparation and execution of this Agreement.
12. **Affiliate.** As used in this Agreement, the term “affiliate” of an entity or person means any person or entity controlling, controlled by or under common control with such person or entity.
13. **References.** <EMPLOYEE> agrees to direct any prospective employers who wish to verify <EMPLOYEE>’s employment with ARGA India to communicate directly in writing with the head of ARGA India’s human resources department. Upon inquiry from any prospective employer, ARGA India, in conformance with its standard practice, will only confirm the date <EMPLOYEE> commenced employment, the date <EMPLOYEE>’s employment terminated and his final position held, and, with the express written consent of <EMPLOYEE>, his/her most recent Cost to Company (CTC).
14. **Representation.** <EMPLOYEE> represents that he/she has not filed any complaints, charges, lawsuits or initiated any proceedings against ARGA India in any court or with any governmental agency under any applicable laws or with respect to any claim released by him in Paragraph 6 hereof, and he/she agrees that he/she will not do so at any time hereafter; provided, however, that his/her release of claims shall not limit <EMPLOYEE> from filing a lawsuit for the sole purpose of seeking to enforce his rights under this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

ARGA Investment Management (India) Private Limited

By: _____
Managing Director

EMPLOYEE

A handwritten signature in blue ink, appearing to read "J. P. Singh", is written over a horizontal line.

<EMPLOYEE>

Executed

This 25 day of April, 20~~xx~~24

PRIVATE AND CONFIDENTIAL

Date: 27-May-2024

SOORYA HARSHA PERIASAMY
116, Nettu Street,
Solaihall road
Dindigul 624001
India

EMPLOYMENT AGREEMENT

Dear SOORYA HARSHA

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **SCIOInspire Consulting Services (India) Private Limited** to the position of **Senior Executive - Programmer Analyst** at Band **A2**, on the terms and conditions set out herein after:

1 EMPLOYMENT

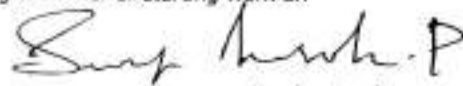
1.1 Your effective date of joining shall be no later than : **10-Jun-2024**

1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest.

1.3 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.

(ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;


10/06/2024

(iii) On our receiving two satisfactory references; and

(iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

(v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically terminate without giving you any claim for compensation or damages, but without prejudice to the Company's rights and / or remedies against you.

1.4 Probation:

(i) You will be on probation* for a period of **180 Days** from the date of joining which can be extended by the company at its sole discretion in case your performance does not meet requisite standards or for any other reason as deemed fit or proper by the company. At the end of the probation period your services with the company would be deemed confirmed unless specifically extended by the company in writing, within the said period of **180 Days**

*No probation period for Band D and above

(ii) During the period of probation including during the extended period of probation, if any, your services are liable to be terminated by either party at any time without cause with **60 days** written notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over and/or knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client or work commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(iii) In case, during your notice period, you abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary / wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

Sangeetha P
10/06/2024

(iv) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on Company premises including without limitation on the production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(v) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts, it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media, or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(vi) Waiver of notice period is at the sole discretion of the Company. If Company exercises such discretion then notice period shall be waived of by the Company in writing only therefore any verbal assurance given by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

2 PLACE OF POSTING

2.1 Your initial place of posting shall be at **EXL SCIO Chennai C-52**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. It is a condition to your employment that you comply with any such requirements of the Company. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed or transferred to.

2.2 You may however also be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other company associated to the Company or to Company's clients' or clients' customers offices whether in India or abroad.

2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

2.4 Actual work timings and shifts may vary from time to time based on business and client / client's customer service requirements. The Company reserves the right to change the working hours at any time and employee will be advised of the changes in advance. An employee is expected to work in any shift including in night shift as may be assigned to him/her by the Management.

3 PERFORMANCE OF DUTIES

3.1 You shall be assigned with all the duties and responsibilities of the **Senior Executive - Programmer Analyst** at Band A2 and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.


10/06/2024

3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3. You have represented, stated, affirmed, declared and/or accepted, and/or you hereby represent, state, affirm, declare and/or accept that you presently are not in any kind or form of dual employment whatsoever and/or there is no impediment whatsoever including without limitation legal or contractual that prevents, stops, debars or disentitle you from accepting this offer or joining the Company's employment, and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Company and its management, directors, managing director, principal officer, officers, employees, representatives, advisors, assigns and successors (here-in-after collectively and/or severally referred to as the "Indemnified") and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every losses, liabilities, damages, claims, demands, settlements, charges, fees, amounts, expenses and/or costs (here-in-after collectively and/or severally referred to as the "Losses") including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Without prejudice to afore-said, this offer is made on the clear understanding that your employment is on whole-time basis and that you shall not undertake, do, involve or engage in and/or accept any other part-time or full-time work, job, employment or any independent assignments, without the prior authorized, unambiguous and specific written consent of the Company. You shall not, during the term of your employment engage directly or indirectly, whether part-time or full time, whether for profit / commercial interest or otherwise, in any other employment, business, occupation, profession, vocation or activity, whether as a principal, agent, servant, employee or otherwise, which whether or not be detrimental, whether directly or indirectly, to the Company's interests. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action for the same, which may go up to termination of your employment without any compensation or damages to you. Further, Company, without prejudice to its rights and/or remedies, reserves the right to seek injunctive relief against you and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Indemnified and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every Losses including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Notwithstanding anything contrary contained here-in and/or without prejudice to afore-said, the Company reserves the right to claim from you the Losses or any deficit including by way of deductions from your salary, emoluments or remuneration including full & final settlement and/or as per the process of law and you hereby unconditionally authorize the Company to do so without any or further notice or reference to you.

3.4 You shall use the office of the Company only for rendering such services for which you have been appointed.

3.5 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour work/week for all staff and management employees. You may be called upon to work in any of the shifts depending on the business and customer service requirements. Actual work timings and shifts may vary from time to time based on business and customer service requirements. By accepting this offer, you hereby agree to work in any shift including in night shift as may be assigned to you by the management. In case you, for the reasons attributable to you, work for less than 8 / 9 hours a day (as the case may be depending upon your location of work), it would be treated as absence from duty and your wages / salary shall be deducted accordingly.

3.6 You shall first apply for leave and get it sanctioned from your supervisor before proceeding on leave. Any leave taken by you otherwise shall not be taken cognizance of and your supervisor shall be entitled to mark you as 'absenting unauthorizedly'/'on unscheduled off'. Any sick leave of over three days has to be supported with medical certificate, fitness

Surya Lakshmi P.
10/06/2022

certificate and other medical documents including prescriptions, medicine bills, reports and records to support your sickness and treatment. Any emergency leave shall be informed by you personally to your supervisor over a phone (not via sms) at least six hours before your shift time otherwise you would be marked as 'unauthorized absence /or unscheduled off'

3.7 The employees shall be entitled to their monthly emoluments only if they give the normal production/output and perform work according to their scheduled working hours. In case, therefore, the employees resort to go-slow and/or intermittent stoppage of work, or slow-down or work-to-rule, or absent from duty, which shall include employee's absence from the place or places where, by the terms of his/her employment or Company's instructions, he or she is required to work (the employee shall be deemed to be absent from the place where he/she is required to work if, although present in such place, he/she refuses, defaults, omits or neglects to carry out his/her work) , or the like, such employees shall be entitled to receive wages/salary only in proportion to the production/output given by them / hours during which they have actually performed normal work. This is without prejudice to the right of the management to effect penal deduction of wages/salary under applicable law or this Employee Handbook.

3.8 You shall use client provided / allotted e-mail for rendering services to client only or strictly for client related official work only. Such e-mail shall not be used by you for any other purpose including without limitation for applying for leave, for tendering your resignation, for raising any grievance, etc. Further, you shall not communicate with the client or with client customers' directly via any mode or medium whatsoever unless prior written specific authority is provided to you by the Management.

4. BACKGROUND VERIFICATION

The Company will get employee's background verified either internally or through any external agency engaged by the Company. By accepting the employment offer, employee agrees that he/she has no objection, , to any such background verification and grants the Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to employee and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labor and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to employee and/or without further or additional consent from an employee.

5. EXTERNAL INTEREST

Every employee shall fully and truly disclose on his/her own behalf and, if married, on his/her spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, employee shall withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

6. COMPENSATION

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are

Suresh K. P.
10/06/2024

reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion.

6.1 As compensation for services to be rendered, you shall be paid a Basic Salary of Rs. **2,62,500** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month but before expiry of the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto.

6.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

6.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.

6.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, allowances, discretionary bonus (if any), etc.) all debts owed by you to the Company or any of its group or affiliate companies or any fine or recovery imposed by the Company including pursuant to the Company's disciplinary procedure or to deduct any amount for absence from duty or for notice period not served by you or for damage to or loss of goods or Company assets or for recovery of advances or loans, etc.

6.5 As per the current policy of the company, you will be eligible for a target performance bonus above your Fixed CTC, consistent with the targets and other criteria of the Company's corporate bonus policy. The bonus is payable only if you are employed by the Company on the date of the bonus payment and have not given notice of resignation prior to the said payout date. This policy is subject to change at the discretion of Management. Taxes as applicable shall be deducted. (*Not Applicable for employee who are on another incentive plan)

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion.

7. CONFIDENTIALITY

7.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.

7.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials

Surya Mohan P
10/06/2024

of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

7.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.

7.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

8. INTELLECTUAL PROPERTY RIGHTS

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company.

You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law).

If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

9. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of

Suresh K. P.
10/06/2024

misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

10. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

11. LAY OFF, TERMINATION OF EMPLOYMENT AND RETIREMENT

11.1 The Company may, in the event of shortage of orders, finance, stores, power, etc., or, breakdown of machinery, equipment, communication or network systems, etc., or any serious technical issues, or any restrictions or the like placed by the Government or any statutory authority or the like, or seasonal variations or adverse climatic conditions or the like, or fire, catastrophe, civil commotion, epidemics, natural calamity, disaster, strike or slowing down of work on the part of employees, or any other sufficient cause of any nature whatsoever, temporarily stop work in any department / unit of the establishment or part thereof and lay-off any employee or employees concerned (including you), continuously or intermittently, for such period(s) as deemed necessary by the Management Company.

During any period or periods of lay-off, you shall not be entitled to any wages or compensation except compensation under any applicable law; provided that, in case of lay-off for more than 45 days during any period of twelve months, no lay-off compensation, in any case, shall be payable to any employee after the expiry of the first 45 days of lay-off, whether continuous or intermittent, which you are hereby deemed to have specifically agreed to by accepting the offer of appointment and remaining in the service of the Company.

11.2 (A) After completion of the Probationary period, either the Company or you may at any time terminate this agreement without cause by giving in writing to the other party 60 day's notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if you're not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice, and withhold your relieving and experience letters. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(B) In case you, during your notice period, abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary

/ wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(C) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on the Company premises including without limitation on production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(D) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(E) Waiver of notice period is at the sole discretion of the Company. If Company exercises its

discretion then waiver of notice period shall be in writing only therefore any verbal assurance by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

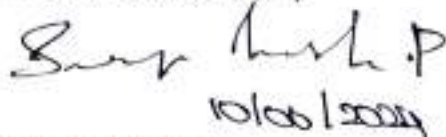
(F) After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

11.3 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

11.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, client's customers, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You shall not be entitled to engage in any other employment, work or business during the notice period. You shall not be entitled to take any leave (unless applied for and permitted in writing, and sanctioned, by the management and on such terms & conditions as may be prescribed by the management) during the notice period. Any leave sanctioned by the management shall result in extending your notice period by number of days you had taken the sanctioned leave.

11.5 You shall retire on your 60th birthday or the last day before that, if your birthday does not fall on a working day.

11.6 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your employment forthwith in any of the following circumstances:



- Breach by you of any of the terms of this employment agreement;
- Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 here in above;
- Unauthorized absence beyond a period of 5 (five) consecutive days;
- Inability to perform your duties beyond a period of (30) days, whether on medical grounds or on any other grounds;
- Physical or mental incapacitation to perform your duties;
- Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- Commission of any act detrimental to the interests of the Company;
- Commission of any act of moral turpitude;
- Major misconduct;
- Commission of an act of insolvency;
- Conviction in any court of law for the commission of any crime; or
- Your performance is continuously measured as below expectation for a period of two months, despite due training.
- Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines).

Notwithstanding anything contained in clause 11.6, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 11.6 hereinabove.

12. JOB ABANDONMENT

If you, abscond from duties, or remain unauthorizedly absent or absent without authorization, or abruptly stop reporting to duties, or absent unauthorizedly without prior information to, and prior permission from, the Management, or remain absent without leave, or over-stay beyond your approved leave, for sixteen (16) consecutive days', it will be deemed that you have voluntarily resigned from the services of the Company or relinquished your employment and in such an event your name shall automatically stand removed from the rolls of the Company. The Company in such a case shall not be under any obligation to issue your relieving and experience letters. Company shall further be entitled to recover salary in lieu of notice not served by you from your salary, allowances and full & final payment and you hereby authorize the Company to do so without any notice or reference to you or without any further consent from you. You also agree that Company shall not be under any obligation to prove your intent as described here-in and it shall be deemed that you have no intention to resume duties.

13. OTHERS

Surya Anish .P
10/06/2022

13.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this employment agreement.

13.2 You shall immediately inform the Company in writing about any change in your residential address. In case of any delay, negligence, failure or default on your part to do so, any communication, letter, notice, etc. addressed at your last known address available in Company records shall be deemed to be effective and valid communication to you and you shall be estopped from disputing or challenging the same.

13.3 You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written & specific authorization for its possession and use.

13.4 You also agree that, during your employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.

13.5 If any information furnished by you to the Company is found not to be true or is found to be false, misleading or inaccurate, or if you are found to have suppressed or concealed any material information / fact, or if you have misrepresented anything, the Company shall be entitled to terminate your employment without notice and/or without compensation or damages to you.

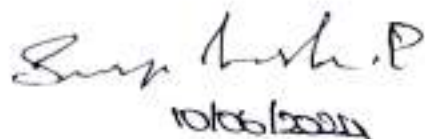
13.6 You agree that if you breach any of your obligations *inter alia* pertaining to notice period, confidentiality, intellectual property rights, Inventions, non-compete or non-solicitation, the Company shall be entitled to seek equitable and injunctive relief against, and damages from, you, and notwithstanding anything contrary contained here-in this offer or in any of annexures, appendix, schedules, etc. appended to, or forming part & parcel of, this offer, you shall indemnify the Company for any and all the losses, liabilities, damages, costs or expenses suffered, sustained, incurred or paid by, or claimed / demanded from, or alleged, threatened, assessed / judged against, the Company including without limitation attorney fees and litigation costs. The provisions of this employment agreement shall be construed and governed in accordance with the laws of India.

14. Notification to New Employer

In the event that you leave the employment of the Company, you hereby consent to the notification to your new employer of your duties and obligations hereunder with respect *inter alia* to confidentiality, intellectual property rights, Inventions, your notice period, your non-compete and non-solicitation obligations.

15. Proprietary Rights:

You shall agree that proprietary rights in any or all inventions, designs, applications or work systems which you have made or developed, wholly or partially, during your employment with the Company, shall be the exclusive property of the Company.



16. Travel for Work:

From time to time you will need to travel within India and abroad. You will need to maintain all required papers (passport, VISAs) to ensure ability to travel at short notice. While your base will remain the EXL SCIO Chennai C-52 region, the Company may request you to spend extended periods of time in other locations including the office of Company's parent company in New Jersey, USA.

17. Invention Assignment, Confidentiality and Non-Compete Agreement:

Additionally, you are also required to sign the Company's standard employee proprietary information agreement relating to confidential information and the assignment of proprietary developments to the Company. Your refusal and/or failure to sign the aforesaid agreement shall be sufficient cause for the Company to terminate your service forthwith without notice and compensation to you.

A copy of the agreement is attached for your signature as Appendix III (as applicable).

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this offer letter / agreement, you have agreed to accept the employment with the Company on the terms and conditions set out hereinabove. Upon your signature and return to us, this offer letter will be treated as an employment agreement and the terms and conditions of this employment agreement shall govern your employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer letter / employment agreement.

It is a pleasure to welcome you as a member of **SCIOinspire Consulting Services (India) Private Limited**.

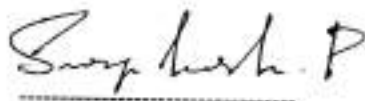
We are confident that your employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

For **SCIOinspire Consulting Services (India) Private Limited**



Parul Kataria
Vice President 2

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.
Agreed and accepted, and consented to, by me.


10/06/2024

SOORYA HARSHA PERIASAMY

Dated: 10-Jun-2024

Permanent Address:

116, Nettu Street,

Solaihall road

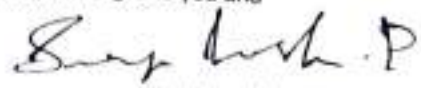
Dindigul 624001

COMPENSATION AND BENEFITS

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with superannuation benefits of Employees' Provident Fund and Gratuity in accordance with the applicable statutory requirements.
- You shall be covered under, a comprehensive medical insurance coverage (under Mediclaim Policy) for self, spouse and dependent children, not exceeding 3 dependents in total, and the personal accident insurance coverage for self only, as per the Company policy.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies. Details of other allowances and benefits are attached hereto as Appendix 3 (amended from time to time)
- You may receive an amount towards annual discretionary bonus based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, *if any*, for discretionary bonus shall be subject to *inter alia* –

- a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance
- b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;
- c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions, prior to or on the payout date of discretionary bonus;
- d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus; and
- e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honor the, same.


10/06/2024

Notes:

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove or as provided in applicable policies or as may be determined by the management in its absolute sole discretion from time to time. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible to bear any of your tax liability.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

Allowances (as applicable)

You may get paid following allowances as per the following specifications and annualized limits.

*Telephone Allowance, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

*Vehicle Running and Maintenance Allowance: Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**Personal Driver Allowance: Amount up-to-maximum limit as applicable per annum.

*Applicable for Band B and above

**Applicable for Band C and above

CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of exl Service.com (India) Private Limited.(hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

1. I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company.

2. I agree that during the period in which I provide services to the Company:

Surya Ansh .P
10/06/2024

3. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, unless lawfully made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of consulting services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.

4. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.

5. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.

6. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company.

All work I perform and all information, materials, products and deliverables developed by me in acting as a consultant to the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as a consultant to the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.

1. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Firm and for whom I provided any service as an employee of the Company during the five years prior to my leaving or (b) directly or indirectly, without the prior written consent of the Company, solicit for

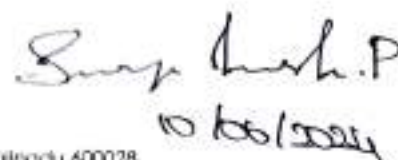
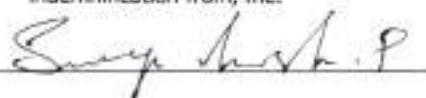
Surya K. P.
10/06/2024

employment with myself or any Company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which list of clients I have disclosed to the Company prior to my joining.

2. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosure

3. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers of the Company.

4. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief against, and damages and indemnification from, me.



SOORYA HARSHA PERIASAMY

Appendix - 1

Name : SOORYA HARSHA PERIASAMY
 DOJ : 10-Jun-2024
 Designation: Senior Executive - Programmer Analyst
 Band : A2

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed	58823	705874
Basic	21875	262500
HRA	10937	131250
Leave Travel	1823	21867
Ad hoc Allowance	24188	290257
Retirals	3677	44126
Provident Fund	2625	31500
Gratuity	1052	12626
Variables	6250	75000
Annual Discretionary Bonus	6250	75000
Derived	0	0
Total Fixed Salary	62500	750000
Total CTC	68750	825000

** You may receive an amount towards annual discretionary bonus as per the Company's performance bonus policy, based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, if any, for discretionary bonus shall be subject to inter alia –

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions,

Soorya Harsha P
 10/06/2024

prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus;

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honour the, same.

1. Group Medical insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.

2. You shall be provided with benefits of Gratuity in accordance with applicable provisions of the Payment of Gratuity Act, 1972 as amended up-to-date.

Appendix - 2

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

Rate of subsistence allowance: Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. Provided that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

B. Pune or Mumbai (State of Maharashtra) location:

1. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.

2. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowance. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence

Surya Kish .P
12/06/2024

prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus;

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honour the, same.

1. Group Medical Insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.

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Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. Provided that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

B. Pune or Mumbai (State of Maharashtra) location:

1. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.

2. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowance. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded;

Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence

Surya Kishan P.
12/06/2024

2. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension;

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension;

Provided further that you shall not be entitled to receive any subsistence allowance

if you accept any other employment, during the period of your suspension.

F. Hyderabad (State of Telangana) location:

1. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;

2. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension;

3. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension;

Provided that where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension;

Provided further that you shall not be entitled to receive any subsistence

allowance if you accept any other employment, during the period of your suspension.

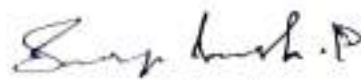
1. Chennai (State of Tamil Nadu) location:

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension;

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

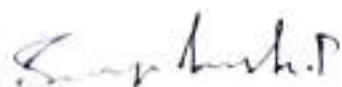
Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.


10/06/2024

EXL



SOORYA HARSHA PERIASAMY



10/06/2024

11 May 2024

Dear Survesh Raja,

We are pleased to confirm our offer to have you join ARGA Investment Management (India) Private Limited ("ARGA India or The Company").

The terms of your Employment are given below:

Conditions of Offer:

Your offer is contingent upon successful completion of a routine background investigation, reference checks, signing of the ARGA India Confidentiality, Non-Compete and Non-Solicitation Agreement and acknowledgement of having read, understood and agreeing to abide by the terms of the Separation Agreement.

Compensation:

Your title will be Programmer Associate and your location will be ARGA's Chennai office. Your start date will be 10th June 2024. Your Cost to Company ("CTC") will be Rs.4,00,000/- (Rupees Four Lakhs Only) per annum. The CTC is all inclusive, will include your base salary, subject to Taxes to be Deducted at Source (TDS), provident fund, and you shall be solely responsible for any taxes on the payments or benefits to be made to you hereunder. For every financial year following the current financial year, the details of your CTC will be intimated to you in writing within the first month of that financial year immediately following on the current financial year-end review process.

You will be eligible for an annual discretionary bonus, subject to TDS, which will be based on your performance and the overall performance of the Company, provided you are actively employed as of the date bonuses are paid. Bonus decisions, if any, shall be made by the Company within a reasonable amount of time following the end of each financial year in its sole and absolute discretion. The annual discretionary bonus is promised if you are tenured for less than 12 months with the Company.

You will be entitled to 24 (12 vacation days + 12 sick days) days during each year of employment in addition to official vacation days of ARGA India.

Duties and Powers.

During your employment, you shall be a full time employee of ARGA India and shall not without prior written consent, undertake any other employment, consultancy, business, trade or occupation whatsoever, whether part time or otherwise. You shall undertake such travel, in and outside India in connection with your Employment as may be required of you from time to time, at ARGA India's expense. During your Employment, ARGA India may in its sole discretion depute you to other office(s) of ARGA India, if any, for performing your functions, duties and responsibilities. You shall obey any such directions given to you. During such periods of deputation, you shall at all times remain an Employee of ARGA India and your remuneration shall be payable by ARGA India in accordance with the provisions hereof. ARGA India shall be entitled to transfer you, temporarily or permanently, at any time during the continuance of your Employment, to any department, establishment or office of ARGA India or its affiliates within or outside India, at its sole discretion, at mutually agreed upon remuneration.

Confidentiality, Non-Compete and Non-Solicitation.

You shall enter into the Confidentiality, Non-Compete and Non-Solicitation Agreement with the Company which forms an integral part of this letter. In the event of a breach of any or threat of breach of any provision(s) of the CNCNSA, ARGA India shall be entitled to forthwith terminate your Employment.

Employment Policies and Procedures.

Subsequent to you being confirmed in your Employment with ARGA India as aforesaid, either party may terminate the Employment at any time by giving the other not less than three calendar months prior written notice in that behalf, without assigning any reason thereof. On the expiry of the period of such notice, this letter shall stand terminated and you shall cease to be in the Employment of ARGA India. However, ARGA India shall be entitled to terminate your Employment at any time by giving you three months' notice. Notwithstanding anything to the contrary contained herein, ARGA India shall be entitled to terminate your Employment forthwith, without notice or payment of any kind in lieu of notice or otherwise, in case:

- (i) you are guilty of any dishonesty, misconduct or neglect of duty or incompetence in the discharge of your duty; or
- (ii) of any breach on your part of the terms of your Employment other than a breach which (being capable of being remedied) is remedied by you forthwith upon being called to do so by ARGA India; or
- (iii) you are adjudged insolvent or apply to be adjudged insolvent or make any composition or arrangement with your creditors; or
- (iv) you commit a breach of the provisions of the CNCNSA.

Any indulgence granted or forbearance shown by the Company to you in connection with any breach on your part of any provisions herein contained shall not constitute a waiver by ARGIA India of its rights hereunder and shall not preclude it from enforcing its rights hereunder against you.

If you shall at any time be prevented by ill health, accident, or other physical or mental disability of any kind from performing your duties hereunder, you shall promptly inform ARGIA India and provide it with such details and information as it may require. ARGIA India shall be entitled to terminate your appointment by giving you three calendar month prior written notice in the event of you being unable, by reason of such ill health or accident or other physical or mental disability of any kind, to attend to the business and work or to discharge your duties in terms of this letter for a period of more than sixty days in a given fiscal year.

Upon termination of your Employment for any reason whatsoever, you shall hand over charge to such person nominated for that purpose by ARGIA India and shall deliver to such person all documents, papers, materials and other property of ARGIA India as may be in your possession, custody or control, including diaries, notes and all correspondence either addressed by or to you or to ARGIA India. In addition, you will sign the Final Separation Agreement ("Separation Agreement") that will govern the terms of such termination. A copy of the Separation Agreement, which will be substantially similar, is given in Annexure I.

Trading Policies and Procedures.

You will be required to adhere to the ARGIA India Trading Policy (to be in place shortly) and get the approval from the Head of Human Resources prior to executing any trade in securities.

Governing Law.

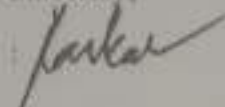
Any dispute arising from the terms of this agreement and/or any related agreements shall be subject to the exclusive jurisdiction of the courts at Chennai only.

The terms of this offer and Employment are strictly confidential, and you agree not to disclose the contents to any person or entity except your legal, tax and financial advisors. ARGIA India reserves to itself the absolute right to alter, add or modify the above terms and conditions without assigning any reason, provided that any such change shall be valid only if in writing.

This letter together with the CNCNSA, as may be amended from time to time in terms thereof, represents the complete understanding between the parties regarding the Employment relationship and it supersedes and cancels all prior oral and/or written communications, agreements, arrangements and understandings on the subject matter hereof. In addition, by executing this letter you affirm that you have provided all of the pertinent information to ARGIA India to properly evaluate your candidacy and that the information is accurate.

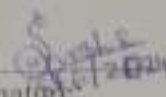
Please let us know of your decision to join ARGA India by signing a copy of this offer letter and returning it to us.

Sincerely,



Bhaskar Kakarla Rajagopal
Managing Director
ARGA Investment Management (India) Private Limited

ACCEPTED AND AGREED:



Signature:

Date: 5/6/2024

PRIVATE AND CONFIDENTIAL

Date: 27-May-2024

SWETHA RAJARAMAN

Plot no 9, Punya Kshetram, Phase II,
Magudi, Valayapettai (PO),
Kumbakonam 612702
India

EMPLOYMENT AGREEMENT

Dear SWETHA

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **SCIOinspire Consulting Services (India) Private Limited** to the position of **Senior Executive - Programmer Analyst** at Band **A2**, on the terms and conditions set out herein after:

1 EMPLOYMENT

1.1 Your effective date of joining shall be no later than : **10-Jun-2024**

1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest.

1.3 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.

(ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;

(iii) On our receiving two satisfactory references; and

(iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

(v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically terminate without giving you any claim for compensation or damages, but without prejudice to the Company's rights and / or remedies against you.

1.4 Probation:

(i) You will be on probation* for a period of **180 Days** from the date of joining which can be extended by the company at its sole discretion in case your performance does not meet requisite standards or for any other reason as deemed fit or proper by the company. At the end of the probation period your services with the company would be deemed confirmed unless specifically extended by the company in writing, within the said period of **180 Days**

*No probation period for Band D and above

(ii) During the period of probation including during the extended period of probation, *if any*, your services are liable to be terminated by either party at any time without cause with **60 days** written notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over and/or knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client or work commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(iii) In case, during your notice period, you abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary / wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(iv) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on Company premises including without limitation on the production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(v) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts, it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media, or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(vi) Waiver of notice period is at the sole discretion of the Company. If Company exercises such discretion then notice period shall be waived of by the Company in writing only therefore any verbal assurance given by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

2 PLACE OF POSTING

2.1 Your initial place of posting shall be at **EXL SCIO Chennai C-52**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. It is a condition to your employment that you comply with any such requirements of the Company. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed or transferred to.

2.2 You may however also be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other company associated to the Company or to Company's clients' or clients' customers offices whether in India or abroad.

2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation

2.4 Actual work timings and shifts may vary from time to time based on business and client / client's customer service requirements. The Company reserves the right to change the working hours at any time and employee will be advised of the changes in advance. An employee is expected to work in any shift including in night shift as may be assigned to him/her by the Management.

3 PERFORMANCE OF DUTIES

3.1 You shall be assigned with all the duties and responsibilities of the **Senior Executive - Programmer Analyst** at Band **A2** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3. You have represented, stated, affirmed, declared and/or accepted, and/or you hereby represent, state, affirm, declare and/or accept that you presently are not in any kind or form of dual employment whatsoever and/or there is no impediment whatsoever including without limitation legal or contractual that prevents, stops, debar or disentitle you from accepting this offer or joining the Company's employment, and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Company and its management, directors, managing director, principal officer, officers, employees, representatives, advisors, assigns and successors (here-in-after collectively and/or severally referred to as the "Indemnified") and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every losses, liabilities, damages, claims, demands, settlements, charges, fees, amounts, expenses and/or costs (here-in-after collectively and/or severally referred to as the "Losses") including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Without prejudice to afore-said, this offer is made on the clear understanding that your employment is on whole-time basis and that you shall not undertake, do, involve or engage in and/or accept any other part-time or full-time work, job, employment or any independent assignments, without the prior authorized, unambiguous and specific written consent of the Company. You shall not, during the term of your employment engage directly or indirectly, whether part-time or full time, whether for profit / commercial interest or otherwise, in any other employment, business, occupation, profession, vocation or activity, whether as a principal, agent, servant, employee or otherwise, which whether or not be detrimental, whether directly or indirectly, to the Company's interests. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action for the same, which may go up to termination of your employment without any compensation or damages to you. Further, Company, without prejudice to its rights and/or remedies, reserves the right to seek injunctive relief against you and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Indemnified and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every Losses including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Notwithstanding anything contrary contained here-in and/or without prejudice to afore-said, the Company reserves the right to claim from you the Losses or any deficit including by way of deductions from your salary, emoluments or remuneration including full & final settlement and/or as per the process of law and you hereby unconditionally authorize the Company to do so without any or further notice or reference to you.

3.4 You shall use the office of the Company only for rendering such services for which you have been appointed.

3.5 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour work/week for all staff and management employees. You may be called upon to work in any of the shifts depending on the business and customer service requirements. Actual work timings and shifts may vary from time to time based on business and customer service requirements. By accepting this offer, you hereby agree to work in any shift including in night shift as may be assigned to you by the management. In case you, for the reasons attributable to you, work for less than 8 / 9 hours a day (*as the case may be depending upon your location of work*), it would be treated as absence from duty and your wages / salary shall be deducted accordingly.

3.6 You shall first apply for leave and get it sanctioned from your supervisor before proceeding on leave. Any leave taken by you otherwise shall not be taken cognizance of and your supervisor shall be entitled to mark you as 'absenting unauthorizedly'/'on unscheduled off'. Any sick leave of over three days has to be supported with medical certificate, fitness

certificate and other medical documents including prescriptions, medicine bills, reports and records to support your sickness and treatment. Any emergency leave shall be informed by you personally to your supervisor over a phone (not via sms) at least six hours before your shift time otherwise you would be marked as 'unauthorized absence /or unscheduled off'

3.7 The employees shall be entitled to their monthly emoluments only if they give the normal production/output and perform work according to their scheduled working hours. In case, therefore, the employees resort to go-slow and/or intermittent stoppage of work, or slow-down or work-to-rule, or absent from duty, which shall include employee's absence from the place or places where, by the terms of his/her employment or Company's instructions, he or she is required to work (the employee shall be deemed to be absent from the place where he/she is required to work if, although present in such place, he/she refuses, defaults, omits or neglects to carry out his/her work) , or the like, such employees shall be entitled to receive wages/salary only in proportion to the production/output given by them / hours during which they have actually performed normal work. This is without prejudice to the right of the management to effect penal deduction of wages/salary under applicable law or this Employee Handbook.

3.8 You shall use client provided / allotted e-mail for rendering services to client only or strictly for client related official work only. Such e-mail shall not be used by you for any other purpose including without limitation for applying for leave, for tendering your resignation, for raising any grievance, etc. Further, you shall not communicate with the client or with client customers' directly via any mode or medium whatsoever unless prior written specific authority is provided to you by the Management.

4. BACKGROUND VERIFICATION

The Company will get employee's background verified either internally or through any external agency engaged by the Company. By accepting the employment offer, employee agrees that he/she has no objection, , to any such background verification and grants the Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to employee and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labor and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to employee and/or without further or additional consent from an employee.

5. EXTERNAL INTEREST

Every employee shall fully and truly disclose on his/her own behalf and, if married, on his/her spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, employee shall withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

6. COMPENSATION

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are

reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion.

6.1 As compensation for services to be rendered, you shall be paid a Basic Salary of Rs. **2,62,500** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month but before expiry of the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto.

6.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

6.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.

6.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, allowances, discretionary bonus (*if any*), etc.) all debts owed by you to the Company or any of its group or affiliate companies or any fine or recovery imposed by the Company including pursuant to the Company's disciplinary procedure or to deduct any amount for absence from duty or for notice period not served by you or for damage to or loss of goods or Company assets or for recovery of advances or loans, etc.

6.5 As per the current policy of the company, you will be eligible for a target performance bonus above your Fixed CTC, consistent with the targets and other criteria of the Company's corporate bonus policy. The bonus is payable only if you are employed by the Company on the date of the bonus payment and have not given notice of resignation prior to the said payout date. This policy is subject to change at the discretion of Management. Taxes as applicable shall be deducted. (*Not Applicable for employee who are on another incentive plan)

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion

7. CONFIDENTIALITY

7.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.

7.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials

of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

7.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.

7.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

8. INTELLECTUAL PROPERTY RIGHTS

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company.

You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law).

If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

9. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of

misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

10. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

11. LAY OFF, TERMINATION OF EMPLOYMENT AND RETIREMENT

11.1 The Company may, in the event of shortage of orders, finance, stores, power, etc., or, breakdown of machinery, equipment, communication or network systems, etc., or any serious technical issues, or any restrictions or the like placed by the Government or any statutory authority or the like, or seasonal variations or adverse climatic conditions or the like, or fire, catastrophe, civil commotion, epidemics, natural calamity, disaster, strike or slowing down of work on the part of employees, or any other sufficient cause of any nature whatsoever, temporarily stop work in any department / unit of the establishment or part thereof and lay-off any employee or employees concerned (including you), continuously or intermittently, for such period(s) as deemed necessary by the Management Company.

During any period or periods of lay-off, you shall not be entitled to any wages or compensation except compensation under any applicable law; provided that, in case of lay-off for more than 45 days during any period of twelve months, no lay-off compensation, in any case, shall be payable to any employee after the expiry of the first 45 days of lay-off, whether continuous or intermittent, which you are hereby deemed to have specifically agreed to by accepting the offer of appointment and remaining in the service of the Company.

11.2 (A) After completion of the Probationary period, either the Company or you may at any time terminate this agreement without cause by giving in writing to the other party 60 day's notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if you're not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice, and withhold your relieving and experience letters. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

(B) In case you, during your notice period, abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary

/ wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(C) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on the Company premises including without limitation on production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(D) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(E) Waiver of notice period is at the sole discretion of the Company. If Company exercises its

discretion then waiver of notice period shall be in writing only therefore any verbal assurance by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

(F) After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

11.3 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

11.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, client's customers, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You shall not be entitled to engage in any other employment, work or business during the notice period. You shall not be entitled to take any leave (unless applied for and permitted in writing, and sanctioned, by the management and on such terms & conditions as may be prescribed by the management) during the notice period. Any leave sanctioned by the management shall result in extending your notice period by number of days you had taken the sanctioned leave.

11.5 You shall retire on your 60th birthday or the last day before that, if your birthday does not fall on a working day.

11.6 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your employment forthwith in any of the following circumstances:

- Breach by you of any of the terms of this employment agreement;
- Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 here in above;
- Unauthorized absence beyond a period of 5 (five) consecutive days;
- Inability to perform your duties beyond a period of (30) days, whether on medical grounds or on any other grounds;
- Physical or mental incapacitation to perform your duties;
- Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- Commission of any act detrimental to the interests of the Company;
- Commission of any act of moral turpitude;
- Major misconduct;
- Commission of an act of insolvency;
- Conviction in any court of law for the commission of any crime; or
- Your performance is continuously measured as below expectation for a period of two months, despite due training.
- Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 11.6, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 11.6 hereinabove.

12. JOB ABANDONMENT

If you, abscond from duties, or remain unauthorizedly absent or absent without authorization, or abruptly stop reporting to duties, or absent unauthorizedly without prior information to, and prior permission from, the Management, or remain absent without leave, or over-stay beyond your approved leave, for sixteen (16) consecutive days', it will be deemed that you have voluntarily resigned from the services of the Company or relinquished your employment and in such an event your name shall automatically stand removed from the rolls of the Company. The Company in such a case shall not be under any obligation to issue your relieving and experience letters. Company shall further be entitled to recover salary in lieu of notice not served by you from your salary, allowances and full & final payment and you hereby authorize the Company to do so without any notice or reference to you or without any further consent from you. You also agree that Company shall not be under any obligation to prove your intent as described here-in and it shall be deemed that you have no intention to resume duties.

13. OTHERS

13.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this employment agreement.

13.2 You shall immediately inform the Company in writing about any change in your residential address. In case of any delay, negligence, failure or default on your part to do so, any communication, letter, notice, etc. addressed at your last known address available in Company records shall be deemed to be effective and valid communication to you and you shall be estopped from disputing or challenging the same.

13.3 You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written & specific authorization for its possession and use.

13.4 You also agree that, during your employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.

13.5 If any information furnished by you to the Company is found not to be true or is found to be false, misleading or inaccurate, or if you are found to have suppressed or concealed any material information / fact, or if you have misrepresented anything, the Company shall be entitled to terminate your employment without notice and/or without compensation or damages to you.

13.6 You agree that if you breach any of your obligations *inter alia* pertaining to notice period, confidentiality, intellectual property rights, Inventions, non-compete or non-solicitation, the Company shall be entitled to seek equitable and injunctive relief against, and damages from, you, and notwithstanding anything contrary contained here-in this offer or in any of annexures, appendix, schedules, etc. appended to, or forming part & parcel of, this offer, you shall indemnify the Company for any and all the losses, liabilities, damages, costs or expenses suffered, sustained, incurred or paid by, or claimed / demanded from, or alleged, threatened, assessed / judged against, the Company including without limitation attorney fees and litigation costs. The provisions of this employment agreement shall be construed and governed in accordance with the laws of India.

14. Notification to New Employer

In the event that you leave the employment of the Company, you hereby consent to the notification to your new employer of your duties and obligations hereunder with respect *inter alia* to confidentiality, intellectual property rights, Inventions, your notice period, your non-compete and non-solicitation obligations.

15. Proprietary Rights:

You shall agree that proprietary rights in any or all inventions, designs, applications or work systems which you have made or developed, wholly or partially, during your employment with the Company, shall be the exclusive property of the Company.

16. Travel for Work:

From time to time you will need to travel within India and abroad. You will need to maintain all required papers (passport, VISAs) to ensure ability to travel at short notice. While your base will remain the EXL SCIO Chennai C-52 region, the Company may request you to spend extended periods of time in other locations including the office of Company's parent company in New Jersey, USA.

17. Invention Assignment, Confidentiality and Non-Compete Agreement:

Additionally, you are also required to sign the Company's standard employee proprietary information agreement relating to confidential information and the assignment of proprietary developments to the Company. Your refusal and/or failure to sign the aforesaid agreement shall be sufficient cause for the Company to terminate your service forthwith without notice and compensation to you.

A copy of the agreement is attached for your signature as Appendix III (as applicable).

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this offer letter / agreement, you have agreed to accept the employment with the Company on the terms and conditions set out hereinabove. Upon your signature and return to us, this offer letter will be treated as an employment agreement and the terms and conditions of this employment agreement shall govern your employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer letter / employment agreement.

It is a pleasure to welcome you as a member of **SCIOinspire Consulting Services (India) Private Limited**.

We are confident that your employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

For **SCIOinspire Consulting Services (India) Private Limited**


Parul Kataria
Vice President 2

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.
Agreed and accepted, and consented to, by me.


(SWETHA RAJARAMAN)

SWETHA RAJARAMAN

Dated: **10-Jun-2024**

Permanent Address:

Plot no 9, Punya Kshetram, Phase II,

Magudi, Valayapettai (PO),

Kumbakonam 612702

COMPENSATION AND BENEFITS

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with superannuation benefits of Employees' Provident Fund and Gratuity in accordance with the applicable statutory requirements.
- You shall be covered under, a comprehensive medical insurance coverage (under Mediclaim Policy) for self, spouse and dependent children, not exceeding 3 dependents in total, and the personal accident insurance coverage for self only, as per the Company policy.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies. Details of other allowances and benefits are attached hereto as Appendix 3 (amended from time to time)
- You may receive an amount towards annual discretionary bonus based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, *if any*, for discretionary bonus shall be subject to *inter alia* –

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions, prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus; and

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honor the, same.

Notes:

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove or as provided in applicable policies or as may be determined by the management in its absolute sole discretion from time to time. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible to bear any of your tax liability.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

Allowances (as applicable)

You may get paid following allowances as per the following specifications and annualized limits.

*Telephone Allowance, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

*Vehicle Running and Maintenance Allowance: Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**Personal Driver Allowance: Amount up-to-maximum limit as applicable per annum.

*Applicable for Band B and above

**Applicable for Band C and above

CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of exl Service.com (India) Private Limited.(hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

1. I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company.

2. I agree that during the period in which I provide services to the Company:

3. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, unless lawfully made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of consulting services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.

4. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.

5. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.

6. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company.

All work I perform and all information, materials, products and deliverables developed by me in acting as a consultant to the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as a consultant to the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.

1. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Firm and for whom I provided any service as an employee of the Company during the five years prior to my leaving or (b) directly or indirectly, without the prior written consent of the Company, solicit for

employment with myself or any Company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which list of clients I have disclosed to the Company prior to my joining.

2. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosure

3. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers of the Company.

4. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief against, and damages and indemnification from, me.



(SWETHA RAJARAMAN)

SWETHA RAJARAMAN

Appendix - 1

Name : SWETHA RAJARAMAN
 DOJ : 10-Jun-2024
 Designation: Senior Executive - Programmer Analyst
 Band : A2

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed	58823	705874
Basic	21875	262500
HRA	10937	131250
Leave Travel	1823	21867
Ad hoc Allowance	24188	290257
Retirals	3677	44126
Provident Fund	2625	31500
Gratuity	1052	12626
Variables	6250	75000
Annual Discretionary Bonus	6250	75000
Derived	0	0
Total Fixed Salary	62500	750000
Total CTC	68750	825000

** You may receive an amount towards annual discretionary bonus as per the Company's performance bonus policy, based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, if any, for discretionary bonus shall be subject to inter alia –

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions,

prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus;

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honour the, same.

1. Group Medical insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.

2. You shall be provided with benefits of Gratuity in accordance with applicable provisions of the Payment of Gratuity Act, 1972 as amended up-to-date.

Appendix - 2

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

Rate of subsistence allowance: Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. Provided that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

B. Pune or Mumbai (State of Maharashtra) location:

1. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.

2. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowance. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence

allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

Provided further that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

C. Bengaluru (State of Karnataka) location:

1. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension
2. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.
3. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

D. Kochi (State of Kerala) location:

1. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension
2. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

E. Jaipur (State of Rajasthan) location:

1. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;

2. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance

if you accept any other employment, during the period of your suspension.

F. Hyderabad (State of Telangana) location:

1. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;

2. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

3. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence

allowance if you accept any other employment, during the period of your suspension.

1. Chennai (State of Tamil Nadu) location:

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

EXL



SWETHA RAJARAMAN

INTERNSHIP LETTER/AGREEMENT

To,

Manoranjitham T,

We are pleased to offer you a position as an Intern at Metro Global Solution Center Private Limited (Metro GSC) in the Business Solution Center Vertical on the terms set out in this agreement (Agreement).

1. Internship

- a. The internship would be for a duration of two months from 4th March 2024 to 4th September 2024.
- b. The internship project charter, point of contact and other details are mentioned in Annexure 1 of this Internship Letter.
- c. The purpose of this internship program is to provide you with relevant guidance and to equip you with experience that will be helpful in your future career. In furtherance of this, you may be asked to execute various assignments/tasks from time to time during your internship.
- d. During your internship with Metro GSC, you will be working in Hybrid working model but interacting with Metro GSC employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of Metro GSC as enforced from time to time in respect of the matters not covered by this Agreement. Metro GSC's decision on all such matters will be final and binding on you.
- e. It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by Metro GSC upon completion of your internship.

2. Stipend and Certificate

- a. You will be paid a stipend of INR 10,000/- per month, subject to applicable deductions. You will however not be entitled to any other allowances or benefits given to the regular employees of Metro GSC.
- b. Upon your successful completion of the internship program, you will be provided an internship certificate by Metro GSC.

METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED
(Formerly known as Metro Global Business Services Private Limited)

Registered Office :
8th Floor, AP B1, Sr. No. 83, North Main Road,
Near Hard Rock Café, Mundhwa,
Pune, Maharashtra 411036
T +91 20 7100-1500 F +91 20 7100-1799
CIN: U74900PN2011PTC38620

www.metro-gsc.in



Fwd: McDermott Chennai - GET Recruitment Drive - Civil Shortlists

1 message

Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>
To: CIT PLACEMENT CELL <citplacementcell2024@gmail.com>

Thu, Oct 19, 2023 at 2:23 PM

----- Forwarded message -----
From: **R, Saravanakumar**
Date: Thu, Oct 19, 2023, 14:10
Subject: RE: McDermott Chennai - GET Recruitment Drive - Civil Shortlists
To: Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>

Hi Team,

Please find the below shortlists. Request you to block them for McDermott and exclude them to attend interviews with other companies.

- 1. Jayapratha (Female) - CIT
- 2. Pavendran (Male) - CIT
- 3. Pavithra (Female) - CIT

Regards,
Saravana



Fwd: Selected candidates

1 message

Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>
To: CIT PLACEMENT CELL <citplacementcell2024@gmail.com>

Fri, Mar 29, 2024 at 4:07 PM

----- Forwarded message -----
From: **Baby P**
Date: Fri, Mar 29, 2024, 16:03
Subject: Selected candidates
To: <assistantplacementofficer@cit.edu.in>

Dear Sir,

We would like to thank you on behalf of team Durocon for allowing us to interview them for a placement position.

We are pleased to announce the following students have been selected. For further discussion & project visits, please invite these students to visit our office directly.

- 1. Hari Prasath S
- 2. Mohamed Shafeeq M
- 3. Vinisha S
- 4. Dhinakaran J
- 5. Viwin paul M

—
Thanks & Regards,
Baby P
Admin Manager | Durcon BuildTech



KGiS: Campus Recruitment 2024 | KGiS | Coimbatore Institute of Technology

1 message

DR.A. SARAVANAN <computing_placement@cit.edu.in>
To: citplacementcell2024@gmail.com

Fri, Dec 1, 2023 at 2:55 PM

----- Forwarded message -----
From: Hariprasad G <hari.prasad@kgis.co>
Date: Fri, Dec 1, 2023 at 2:53 PM
Subject: RE: KGiS: Campus Recruitment 2024 | KGiS | Coimbatore Institute of Technology
To: Vinithkumar Jaganath <vinithkumar.j@kgis.co>, DR.A. SARAVANAN <computing_placement@cit.edu.in>

Dear Team,

PFB the revised list and offers.

Sno	Name	Gender	Email ID	Department	College Name
1	Vijay M	Male	vijaypsg28@gmail.com	B Tech IT	Coimbatore Institute Of Technology
2	Sujeetha R	Female	sujeetha161001@gmail.com	BE Civil	Coimbatore Institute Of Technology
3	Subiksha G V	Female	subiksha688@gmail.com	BE CSE	Coimbatore Institute Of Technology
4	Godhai I N	Female	godhai.in18@gmail.com	BE Mechanical	Coimbatore Institute Of Technology
5	Shneha VL	Female	shneha.vivi@gmail.com	MBA	Coimbatore Institute Of Technology
6	Devi P	Female	devipandiaraj6@gmail.com	MBA	Coimbatore Institute Of

					Technology
7	Shneka S	Female	shneka.saravanan.v@gmail.com	MBA	Coimbatore Institute Of Technology
8	Anjhana D	Female	anjhana.deiva@gmail.com	MBA	Coimbatore Institute Of Technology
9	Visa Thurikha V S	Female	visathurikhavs@gmail.com	MBA	Coimbatore Institute Of Technology
10	Ganga S	Female	gangasakthivel22@gmail.com	MCA	Coimbatore Institute Of Technology
11	Deepak Lingesh S	Male	Sdeepaklingesh2003@gmail.com	BE Civil	Coimbatore Institute Of Technology

Thanks,

Hari

[Quoted text hidden]
[Quoted text hidden]

Regards,
Vinith - +91 9344896608

Get [Outlook for Android](#)

From: DR.A. SARAVANAN <computing_placement@cit.edu.in>

Sent: Tuesday, November 21, 2023 10:38:04 AM
To: Vinithkumar Jaganath <vinithkumar.j@kgis.co>
Subject: Re: KGIS: Campus Recruitment 2024 | KGIS | Coimbatore Institute of Technology

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sir

Please find the attached list of students from our college.

We shall plan the drive as stated in your mail.

Please confirm and get back to us.

Thanks & Regards

Dr. A. Saravanan

Asst. Placement Officer

Coimbatore Institute of Technology

Coimbatore

9842006163

On Wed, 15 Nov, 2023, 11:55 am DR.A. SARAIVANAN, <computing_placement@cit.edu.in> wrote:

[Quoted text hidden]



Mach IT SELECTS

1 message

Dr. A. SARAVANAN <saravanan.a@cit.edu.in>
To: citplacementcell2024@gmail.com

Thu, Dec 21, 2023 at 1:01 PM

----- Forwarded message -----
From: **Pradeep R** <pradeep.r@machit.in>
Date: Thu, 21 Dec, 2023, 12:51 pm
Subject: Re: CIT NAME LIST - REG.
To: Dr. A. SARAVANAN <saravanan.a@cit.edu.in>

Hello Dr. Saravanan,

PFA the selected candidate list.

NAME	CONTACT NUMBER	EMAIL -ID
PRIYARANJAN U S	9500419948	ranjansenthil20020523@gmail.com
SARAVANA PRASATH S	8300522157	saravanaprasathdpi@gmail.com
VARSHA R	6379971251	rvarsha0212@gmail.com
PRASATH D	8526311036	prasathd92@gmail.com
RISHI RAGAVENDER D	7904097972	rishiragav5999@gmail.com
JOBIHA R	8870388334	71762252025@cit.edu.in
SAMUKTHA LAXMI B	7397169725	71762252036@cit.edu.in
NITHINKUMAR G R	7358821377	nithinmaker3@gmail.com
CHANDURU A	9677379380	chanduru.ananthkumar@gmail.com
BHARATHKUMAR C P	9345543944	mmbharath2002@gmail.com
GOWRISHANKAR R	6374515040	gowrishankarr652@gmail.com
SUBIKSHA G V	9361111823	subiksha688@gmail.com
YUVARAJESH R	6374939103	yjr242@gmail.com
SUJEETHA R	7904041653	sujeetha161001@gmail.com
SANDHIYA V	9360846025	71762252037@cit.edu.in
HARSHINI.R.	8825906916	71762252023@cit.edu.in
SWATHI V	9360755784	71762252053@cit.edu.in
VIJAY SURYA M	8248238817	vijaypsg28@gmail.com
ANISHA K	8838505066	anisha.21801@gmail.com
PARAMASIVA RAHUL S	9629873299	sivarahul15122002@gmail.com
RITUBARNICAA K S	6382035856	ritubarnica54@gmail.com
DANVANTH S	9566922402	danvanth2109@gmail.com
MONICA SELVARAJ	9245401111	monicaselvaraj4@gmail.com
MADHUMALATHI S	7598695299	madhumalathisrinivasan19@gmail.com
SRI SURYA V S	8778058930	srisuryasri2001@gmail.com
ABDUL SHIHAAB A F	6381453202	71762252001@cit.edu.in
ABINAYA S	8778932702	71762252002@cit.edu.in
ACKSHAY K E	8825662493	71762252003@cit.edu.in
ANANTHI G	9360989063	71762252007@cit.edu.in
APARNA S	9715514666	71762252009@cit.edu.in
ARAVIND D	9894294486	71762252010@cit.edu.in
ELAKIYA R	9578695955	71762252019@cit.edu.in

GAYATHRI V	8870014456	71762252020@cit.edu.in
HARINI V B	9789256360	71762252021@cit.edu.in

Best Regards,

Pradeep R

HR Manager

<https://www.machit.in/>



<https://www.machit.in/> ww

+91 8310164027

8

No.112, AKR Tech Park, "A" Block, 7th Mile Hosur Rd, Krishna Reddy

Industrial Area, Bengaluru, Karnataka 560068



On Mon, 11 Dec 2023 at 21:13, Dr. A. SARAVANAN <saravanan.a@cit.edu.in> wrote:

Dear Pradeep Sir.

Greetings from Coimbatore Institute of Technology

Thank you so much for your mail.

PFA - the namelist of our students.

Kindly do the needful and let us know the next process dates.

Thanks and Regards

Dr. A. Saravanan,
Asst. Placement Officer,
Coimbatore Institute of Technology,
Coimbatore 641014.
98240 06163.



Fwd: Campus Recruitment - Business Development Associate

1 message

CIT DPO <deputypo@cit.edu.in>
To: CIT PLACEMENT CELL <citplacementcell2024@gmail.com>

Mon, Mar 4, 2024 at 11:13 AM

Kind Attention: Bashik PC cHEMICAL

----- Forwarded message -----
From: **Reedaa Herial** <reedaa.h@kalvium.com>
Date: Mon, Mar 4, 2024 at 11:06 AM
Subject: Re: Campus Recruitment - Business Development Associate
To: CIT DPO <deputypo@cit.edu.in>

Dear Maheshvari ma'am,

I trust this email finds you well. I am writing to inform you that following our recent placement drive at **CIT**, 15 candidates have been selected for the position of **Business Development Associate** at **Kalvium**.

After a thorough evaluation process, we are impressed with their skills, expertise, and enthusiasm, making them an excellent fit for the role. We will be issuing offer letters to them, outlining the details of the position, compensation, and other pertinent information.

We believe that their contributions will significantly enhance our team, and we look forward to welcoming them on board. We appreciate your coordination throughout the recruitment process and would like to express our gratitude for the support provided by the placement cell at **CIT**.

If there are any further formalities or documentation required from our end, please do not hesitate to let us know.

Thank you once again for your assistance, and we look forward to a successful collaboration with **CIT**
Best regards,
Reedaa Herial
Kalvium

On Sat, 2 Mar 2024 at 12:07, CIT DPO <deputypo@cit.edu.in> wrote:
Will do the needful
[Quoted text hidden]

KOUSHIK GM	koushikkarthik.2002@gmail.com	9677621466	ELECTRICAL AND ELECTRONICS ENGINEERING
GLADYS CHRISTINA I	christina19022001@gmail.com	9943024076	ELECTRICAL AND ELECTRONICS ENGINEERING
SUBIKSHA S	Subiksha300@gmail.com	6383951120	ELECTRICAL AND ELECTRONICS ENGINEERING
PARTHASARATHY R	parthasarathy1852003@gmail.com	6382269035	B.E MECHANICAL ENGINEERING
PRADEEP KUMAR P	pradeepkumar2002tnj@gmail.com	7708728585	B.E. ELECTRONICIS AND COMMUNICATION ENGINEERING
SWETHA R	swetharv2002@gmail.com	9894190522	B.E. ELECTRONICIS AND COMMUNICATION ENGINEERING
THARUNA B	tharuna1503@gmail.com	9384592987	B.E. CIVIL ENGINEERING
SUDALAIMUTHU S	sailappankesavan@gmail.com	9500393328	ELECTRICAL AND ELECTRONICS ENGINEERING
DINESH K	dineshkumar.dk0347@gmail.com	9488462860	B.E. ELECTRONICIS AND COMMUNICATION ENGINEERING
RITHIKAA V	sairithikaa56@gmail.com	9360896207	B.E COMPUTER SCIENCE AND ENGINEERING
SENTHIL KUMAR S	senthilkumar.sellai pillai@gmail.com	8098086722	B.TECH INFORMATION TECHNOLOGY
HARSHA VARDHAN P	pharshavardhanmail@gmail.com	9566820764	B.E COMPUTER SCIENCE AND ENGINEERING
PRASANTH R A	prasanthra2002@gmail.com	7397555171	B.E COMPUTER SCIENCE AND ENGINEERING
SHANKAR T M	shankarstd123@gmail.com	9360066057	B.E. ELECTRONICIS AND COMMUNICATION ENGINEERING
VINEETH KUMAR M	vineethkumarmadhanamohan@gmail.com	97903 95651	



Fwd: L&T Limited || GET/PGET 2024 Batch || Campus Recruitment || Provisionally Selected Candidates
1 message

Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in> Sat, Nov 4, 2023 at 12:51 PM
To: CIT PLACEMENT CELL <citplacementcell2024@gmail.com>

----- Forwarded message -----
From: **JEEVAN KUMAR AL**
Date: Sat, Nov 4, 2023, 12:33
Subject: L&T Limited || GET/PGET 2024 Batch || Campus Recruitment || Provisionally Selected Candidates

Dear Training & Placement Officer,

Greetings from Larsen & Toubro Limited!

Further to our interview process, we are pleased to inform you that the attached list of candidates have been selected from your institution as a part of GET/PGET Campus Recruitment Process. You are requested to block their candidatures immediately for ensuring their joining with us. Additionally, we will also be sending them the Letter confirming their selection with us in their individual Email ID.

Kindly confirm whether the candidate's indicated discipline is correct. If there are any changes, please let us know latest by **6th November 2023** and withhold their selection. If we do not receive any updates by the specified date, we will proceed with the further processes based on the initially mentioned discipline. Please be aware that any inconsistencies in the discipline at a later stage may result in the company rescinding the offer at its discretion.

Kindly also note that this selection is subject to the student fulfilling all our eligibility criteria, academic requirements shared at the time of campus recruitment and their medical fitness being cleared as per our company's authorized doctor. In case these criteria and requirements are not met, and/or the declaration made by the student in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

In case of any further clarifications, feel free to contact us.

Thanks & Regards,
Jeevan Kumar AL
Human Resources | Divisional Corporate
Larsen & Toubro Limited.

email-footer (002)

Larsen & Toubro Limited
www.larsentoubro.com

This Email may contain confidential or privileged information for the intended recipient (s). If you are not the intended recipient, please do not use or disseminate the information, notify the sender and delete it from your system.

Profile	Candidate ID	Candidate Name	Email ID	Discipline
GET	20241562829410	S Aravind	aravindagaram@gmail.com	Civil
GET	20241562829435	Pooja Kanaga Sabeshan	poojaksabesh@gmail.com	Civil
GET	20241562829430	Angu Gayathri	anguselvaraj24@gmail.com	Civil
GET	20241562829434	Nandhinee Varadaraju	nandhineev1980@gmail.com	Civil
GET	20241562829443	Santhoshkumar Saravanan	88sandyorton70@gmail.com	Civil
GET	20241562829440	DHEIVA DHARSHINI MUTHUKU	dheivadd2525@gmail.com	Civil
GET	20241562829442	Nithya Priya C	nithyapriya2625@gmail.com	Civil
GET	20241562829439	SHANJEETHA SS	shanjeethass@gmail.com	Civil
GET	20241562829514	Snehapriya G	snehagganesan@gmail.com	Civil
GET	20241562829443	A Karthiban	karthiban9716@gmail.com	Civil
GET	20241562829429	Vinod Krishnaa R	vinodkrishnaa02@gmail.com	Civil
GET	20241562829440	Gopi Krishnan Senthilkumar	jeyaparvathigopi0717@gmail.com	Civil
GET	20241562829438	K Mohamed Nowsath	mohamednowsath463@gmail.com	Civil
GET	20241562829463	G SARANPRASATH	govasaran@gmail.com	Civil
GET	20241562829410	S V PRAVEEN	svpraveen6666@gmail.com	Civil



COIMBATORE BUILDERS AND CONTRACTORS ASSOCIATION

He: 21, Mari School Teachers Layout, Sri Ramakrishna Dental College Road, Nava India, Coimbatore - 641004
Ph: +91-9965504405 Email: cebacacbe@gmail.com

To,
Dr M P Muthu Raj,
HOD - Civil,
COIMBATORE INSTITUTE OF TECHNOLOGY, COIMBATORE.

Greetings,

I hope this message finds you well. I am writing to express my profound gratitude for your instrumental role in making it possible for the students of the Civil Engineering Department at COIMBATORE INSTITUTE OF TECHNOLOGY, COIMBATORE to participate in the recent Pre-Employment Training Program conducted by CEBACA.

We can guarantee that this program has provided them with invaluable insights and practical knowledge, preparing them for the challenges of the civil engineering field and enhancing their employability prospects.

It is with great pride that we inform you that the following students from your institution have been shortlisted for recruitment by the respective companies:

NAME	COMPANY	CONTACT PERSON
1. NIRHAL M H	SREE RAM CONSTRUCTIONS	MR V. SELVAM - MD - 9944911889
2. JAYAKANTH. M	R KARUNANIDHE CONSTRUCTIONS PRIVATE LIMITED	MR G. BALAMURUGAN- HR- 7904239118
3. SRI RAMAN T	RISHI AND ASSOCIATES	MR N. SUDHARSANAM - HR - 9842239078
4. SHANKAR SHREE M	SRINIVASAN ASSOCIATES PRIVATE LIMITED (SAPL)	MR C. JEYAPRAKASH- HR- 9965555178
5. MOHAMMED SHAFEEQ M	SRINIVASAN ASSOCIATES PRIVATE LIMITED (SAPL)	MR C. JEYAPRAKASH- HR- 9965555178
6. CHELLAVEL V	SRINIVASAN ASSOCIATES PRIVATE LIMITED (SAPL)	MR C. JEYAPRAKASH- HR- 9965555178
7. VIWIN PAUL M	SRI SASTHA CONSTRUCTIONS	MR G. DINESH KUMAR - HR - 9842204459
8. NANDHA KISHORE S	PALANISAMY AND CO	MR V. PALANISWAMY - MD - 9843327483

NOTE : THIS LETTER IS NOT TO BE CONSIDERED AS THE OFFICIAL JOB CONFIRMATION. ALL SELECTED STUDENTS ARE TO FOLLOW UP WITH THE RESPECTIVE CONTACT PERSONS FROM THE COMPANIES FOR FURTHER PROCESSING OF THE PLACEMENT.

Warmest regards,

A. Shamsudeen
Joint Secretary CEBACA,
Chairman- Pre Employment Training Program,
Mobile: +91-98422 27886



Fwd: [Ext] Recruitment SLB at CIT

1 message

Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>
To: CIT PLACEMENT CELL <citplacementcell2024@gmail.com>

Thu, Dec 21, 2023 at 5:46 PM

----- Forwarded message -----
From: **Saurabh Kumar Dutta**
Date: Wed, Dec 20, 2023, 19:11
Subject: RE: [Ext] Recruitment SLB at CIT
To: Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>

Dear Sir,

The following students have been selected from the recent campus placement drive which was hosted at your reputed college. At this stage we would like to have confirmation on acceptance of our offering from these students.

For these students we will process the offer letters as soon as possible.

S.No.	Date of drive	Name	Email	Campus	Gender	Department	Business allocated
1	19-Dec-23	SATHEESH KUMAR M	satheeshcr710@gmail.com	CIT	Male	Mechanical Engineering	OSS
2	19-Dec-23	HARI RAGAVAN V S	hariragavan004@gmail.com	CIT	Male	Mechanical Engineering	OSS
3	19-Dec-23	MEHANATHAN S	mehanathansvk@gmail.com	CIT	Male	Mechanical Engineering	MPS
4	19-Dec-23	KIRUBA J	kirubajaikar03@gmail.com	CIT	Female	Civil Engineering	MPS
5	19-Dec-23	AMIRTAVARSHINI K S	amirtavarshini01@gmail.com	CIT	Female	ME Structural Engineering	MPS
6	19-Dec-23	ANURATHNA P	perumalkalyani87@gmail.com	CIT	Female	Chemical Engineering	MPS
7	19-Dec-23	KAARTHIC RAJA MN	the.hysteric.author@gmail.com	CIT	Male	Chemical Engineering	MPS

I sincerely thank you for all your support and hospitality in completing this drive smoothly.

[Quoted text hidden]

3rd Floor, TIDEL Park,
Vilankurichi Road,
Coimbatore - 641 014, India.
Tel : +91 422 399 5000
Fax : +91 422 399 5001
cameron.slb.com



CIN: U29120TZ2001PT009632

23 January 2024

Subject: Offer of Employment to Kiruba J

Dear Kiruba

Further to the discussions and interviews with us, we are pleased to offer you the position of **MPS CIVIL & STRUCTURAL ENGINEER** with **Job Grade 08** at Cameron Manufacturing India (P) Ltd - A SLB Company stationed at **Coimbatore, India**. You will report to **Mohan Ram AG, MPS PS LEAD STRUCTURAL ENGINEER**.

For us at Cameron Manufacturing India (P) Ltd - A SLB Company, success is the outcome of Competence, Commitment and Contribution, more than a matter of chance, and we are delighted that you have chosen us.

A detailed appointment letter containing the terms and conditions of employment will be given to you at the time of joining.

This offer is conditional, and the following pre-conditions will apply.

1. A positive reference on the background verification that would be done with your credentials.
2. Confirmation of the acceptance of this offer of employment. This offer will automatically stand withdrawn if you fail to join on the agreed date of joining.
3. Evidence of your successful completion of your engineering degree
4. Successful completion of your PGDDE course
5. Attending a pre-employment medical test and obtaining a fitness certificate from SLB appointed doctor

You will be on a 2 months training programme (PGDDE Course) prior to your commencement of employment with SLB. While on PGDDE course, you will receive a monthly stipend of INR 20,000.

Your annual emoluments have been detailed as per the attached annexure (I). Documents to be submitted on the day of joining are given in annexure (II). Please sign and return both the letter of offer and annexure (I) as a confirmation of your acceptance. The offer letter is valid for 2 days from the date of issuance.

Please do not hesitate to contact me for any clarification required.

Best regards,

Cameron Manufacturing India (P) Ltd - A SLB Company

A handwritten signature in black ink, appearing to read 'Fiona Seah', is located below the company name.

Fiona Seah
Head - Human Resources
Encl: Annexure I and II



Fwd: Campus Selection List - Timbertruss DPL

1 message

Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>
To: CIT PLACEMENT CELL <citplacementcell2024@gmail.com>
Cc: Col Jacob G Podipara (Retd) <deputyplacementofficer@cit.edu.in>

Fri, Dec 15, 2023 at 2:20 PM

----- Forwarded message -----
From: **Srihari Manickam**
Date: Fri, Dec 15, 2023 at 1:28 PM
Subject: Campus Selection List - Timbertruss DPL
To: Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>

Hi Sir,

Hope you are doing good.

Please find the list of candidates got selected at campus interview held on 08th Dec 2023. Will release the selection letters shortly.

S. No	Name	Contact No
1	Anisha K	8838505066
2	Tharuna B	9384592987
3	Naren Ranngaswamy H	9698412280
4	Karthi Sriman S	8838748199
5	Vivek Raguraj	9344141567
6	Madhumalathi S	7598695299
7	Manoranjitham T	9345698710
8	Krishnaveni V	7845251820
9	Divya kumar G	9677737926
10	Sujeetha R	7904041653
11	Prabha D	9566349206
12	Jeffrin S	7448553519
13	Kiruba J	9952049234

Thanks,

Srihari Manickam | Human Resource Manager

Address 104/1- Pacom Square (4th Floor) | Bharathi Nagar |

Ganapathy | Coimbatore | 641006 | TN | India

Web www.timbertruss.com.au



Srihari Manickam | Human Resources Manager

Address 40-60 O'Briens Road | PO Box 127 | Corio | 3214| VIC | Australia

| **Web** www.timbertruss.com.au



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Please think of the environment before printing this email.



Selection Letter

Date – 15-December-23

Dear Anisha K

With reference to the campus interviews, we are pleased to select you in our organization for the position of “**Inten – Detailer**” when positions become available.

***This is a selection letter at Campus drive; based our project availability will confirm the Date of joining.**

***Letter valid period will be 01-January-2024 to 31-March-2025.**

***If you onboarding date does not fall in above mentioned period due to project unavailability post that period letter will be invalid. You would need to apply again and go through interview process again if you wish join with us.**

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

- 1. Proof of Address (Pan card / Aadhar Card)**
- 2. For Education Qualification:**
 - a. 10th, 12th, UG, PG all Mark sheet & Certificate.**

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at **Timbertruss Design Private Limited** is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

Please note that the Letter of Intent is not an Offer Letter.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Timbertruss design private limited.

Yours Sincerely,



(Raj Moorthy)

Director – Timbertruss Design Private Ltd

Signed and Accepted



Timbertruss Design Private Limited

Registered Office Address: 104/1, Pacom Square (4th Floor),
Bharathi Nagar, Ganapathy, Coimbatore - 641 006.

Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Selection Letter

Date – 15-December-23

Dear Jeffrin S

With reference to the campus interviews, we are pleased to select you in our organization for the position of “**Inten – Detailer**” when positions become available.

***This is a selection letter at Campus drive; based our project availability will confirm the Date of joining.**

***Letter valid period will be 01-January-2024 to 31-March-2025.**

***If you onboarding date does not fall in above mentioned period due to project unavailability post that period letter will be invalid. You would need to apply again and go through interview process again if you wish join with us.**

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

- 1. Proof of Address (Pan card / Aadhar Card)**
- 2. For Education Qualification:**
 - a. 10th, 12th, UG, PG all Mark sheet & Certificate.**

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at **Timbertruss Design Private Limited** is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

Please note that the Letter of Intent is not an Offer Letter.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Timbertruss design private limited.

Yours Sincerely,



(Raj Moorthy)

Director – Timbertruss Design Private Ltd

Signed and Accepted



Timbertruss Design Private Limited

Registered Office Address: 104/1, Pacom Square (4th Floor),
Bharathi Nagar, Ganapathy, Coimbatore - 641 006.

Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Selection Letter

Date – 15-December-23

Dear Karthi Sriman S

With reference to the campus interviews, we are pleased to select you in our organization for the position of “**Inten – Detailer**” when positions become available.

***This is a selection letter at Campus drive; based our project availability will confirm the Date of joining.**

***Letter valid period will be 01-January-2024 to 31-March-2025.**

***If you onboarding date does not fall in above mentioned period due to project unavailability post that period letter will be invalid. You would need to apply again and go through interview process again if you wish join with us.**

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

- 1. Proof of Address (Pan card / Aadhar Card)**
- 2. For Education Qualification:**
 - a. 10th, 12th, UG, PG all Mark sheet & Certificate.**

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at **Timbertruss Design Private Limited** is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

Please note that the Letter of Intent is not an Offer Letter.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Timbertruss design private limited.

Yours Sincerely,



(Raj Moorthy)

Director – Timbertruss Design Private Ltd

Signed and Accepted



Timbertruss Design Private Limited

Registered Office Address: 104/1, Pacom Square (4th Floor),
Bharathi Nagar, Ganapathy, Coimbatore - 641 006.

Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Selection Letter

Date – 15-December-23

Dear Kiruba J

With reference to the campus interviews, we are pleased to select you in our organization for the position of “**Inten – Detailer**” when positions become available.

***This is a selection letter at Campus drive; based our project availability will confirm the Date of joining.**

***Letter valid period will be 01-January-2024 to 31-March-2025.**

***If you onboarding date does not fall in above mentioned period due to project unavailability post that period letter will be invalid. You would need to apply again and go through interview process again if you wish join with us.**

You should complete the below certification at the time of joining & proof for the same would be verified.

Documents required to collect Offer letter and for Joining. (Please call originals for verification):

- 1. Proof of Address (Pan card / Aadhar Card)**
- 2. For Education Qualification:**
 - a. 10th, 12th, UG, PG all Mark sheet & Certificate.**

While joining time candidate should not keep any arrears is Compulsory.

Your appointment at **Timbertruss Design Private Limited** is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

Please note that the Letter of Intent is not an Offer Letter.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Timbertruss design private limited.

Yours Sincerely,



(Raj Moorthy)

Director – Timbertruss Design Private Ltd

Signed and Accepted



Timbertruss Design Private Limited

Registered Office Address: 104/1, Pacom Square (4th Floor),
Bharathi Nagar, Ganapathy, Coimbatore - 641 006.

Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Selection Letter

Date – 15-December-23

Dear Naren Ranngaswamy H

With reference to the campus interviews, we are pleased to select you in our organization for the position of “**Inten – Detailer**” when positions become available.

***This is a selection letter at Campus drive; based our project availability will confirm the Date of joining.**

***Letter valid period will be 01-January-2024 to 31-March-2025.**

***If you onboarding date does not fall in above mentioned period due to project unavailability post that period letter will be invalid. You would need to apply again and go through interview process again if you wish join with us.**

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Please note that the Letter of Intent is not an Offer Letter.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Timbertruss design private limited.

Yours Sincerely,



(Raj Moorthy)

Director – Timbertruss Design Private Ltd

Signed and Accepted



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Date – 12th January 2024

Re: Letter of Offer of Employment

Dear DIVYA KUMAR G,

It was lovely meeting with you in July and we are excited to offer you a role with our business commencing on **18th January 2024**. You shall be employed as a “**Intern- Estimator**”, which involves transferring building plan information into an Engineering Package, which automatically converts the design specifications for the building into componentry for manufacture through our operation in Australia.

You shall be paid 13,000 INR per month.

At 6 months or End of Internship, you shall be given an Employment Performance Review to give you feedback. If Your performance meets Organizations expectation will hire you in a permanent role.

We are certainly sure that if you demonstrate the same enthusiasm and energy that you showed us when we met that you shall do extremely well!

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

Srihari shall be your HR Manager and he shall be able to answer any further questions for you. His email address is sriharim@timbertruss.com.au.

Yours sincerely,



Raj Vignesh Moorthy
Managing Director

Signed and Accepted



Timbertruss Design Private Limited

Registered Office Address: 104/1, Pacom Square (4th Floor),
Bharathi Nagar, Ganapathy, Coimbatore - 641 006.

Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Date – 01st February 2024

Re: Letter of Offer of Employment

Dear Krishnaveni V,

It was lovely meeting with you in July and we are excited to offer you a role with our business commencing on **05th February 2024**. You shall be employed as a “**Intern- Detailer**”, which involves transferring building plan information into an Engineering Package, which automatically converts the design specifications for the building into componentry for manufacture through our operation in Australia.

You shall be paid 13,000 INR per month.

At 6 months or End of Internship, you shall be given an Employment Performance Review to give you feedback. If Your performance meets Organizations expectation will hire you in a permanent role.

We are certainly sure that if you demonstrate the same enthusiasm and energy that you showed us when we met that you shall do extremely well!

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

Srihari shall be your HR Manager and he shall be able to answer any further questions for you. His email address is sriharim@timbertruss.com.au.

Yours sincerely,



Raj Vignesh Moorthy
Managing Director

Signed and Accepted



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Date – 15th December 2023

Re: Letter of Offer of Employment

Dear Madhumalathi S,

It was lovely meeting with you in July and we are excited to offer you a role with our business commencing on **02nd January 2024**. You shall be employed as a “**Intern- Detailer**”, which involves transferring building plan information into an Engineering Package, which automatically converts the design specifications for the building into componentry for manufacture through our operation in Australia.

You shall be paid 13,000 INR per month.

At 12 months or End of Internship, you shall be given an Employment Performance Review to give you feedback. If Your performance meets Organizations expectation will hire you in a permanent role.

We are certainly sure that if you demonstrate the same enthusiasm and energy that you showed us when we met that you shall do extremely well!

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

Srihari shall be your HR Manager and he shall be able to answer any further questions for you. His email address is sriharim@timbertruss.com.au.

Yours sincerely,



Raj Vignesh Moorthy
Managing Director

Signed and Accepted



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Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Date – 01st February 2024

Re: Letter of Offer of Employment

Dear Manoranjitham T,

It was lovely meeting with you in July and we are excited to offer you a role with our business commencing on **05th February 2024**. You shall be employed as a “**Intern- Detailer**”, which involves transferring building plan information into an Engineering Package, which automatically converts the design specifications for the building into componentry for manufacture through our operation in Australia.

You shall be paid 13,000 INR per month.

At 6 months or End of Internship, you shall be given an Employment Performance Review to give you feedback. If Your performance meets Organizations expectation will hire you in a permanent role.

We are certainly sure that if you demonstrate the same enthusiasm and energy that you showed us when we met that you shall do extremely well!

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

Srihari shall be your HR Manager and he shall be able to answer any further questions for you. His email address is sriharim@timbertruss.com.au.

Yours sincerely,



Raj Vignesh Moorthy
Managing Director

Signed and Accepted



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Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Date – 29th January 2024

Re: Letter of Offer of Employment

Dear Prabha,

It was lovely meeting with you in July and we are excited to offer you a role with our business commencing on **05th February 2024**. You shall be employed as a “**Intern- Detailer**”, which involves transferring building plan information into an Engineering Package, which automatically converts the design specifications for the building into componentry for manufacture through our operation in Australia.

You shall be paid 13,000 INR per month.

At 6 months or End of Internship, you shall be given an Employment Performance Review to give you feedback. If Your performance meets Organizations expectation will hire you in a permanent role.

We are certainly sure that if you demonstrate the same enthusiasm and energy that you showed us when we met that you shall do extremely well!

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

Srihari shall be your HR Manager and he shall be able to answer any further questions for you. His email address is sriharim@timbertruss.com.au.

Yours sincerely,



Raj Vignesh Moorthy
Managing Director

Signed and Accepted



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Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Selection Letter

Date – 15-December-23

Dear Tharuna B

With reference to the campus interviews, we are pleased to select you in our organization for the position of “**Inten – Detailer**” when positions become available.

***This is a selection letter at Campus drive; based our project availability will confirm the Date of joining.**

***Letter valid period will be 01-January-2024 to 31-March-2025.**

***If you onboarding date does not fall in above mentioned period due to project unavailability post that period letter will be invalid. You would need to apply again and go through interview process again if you wish join with us.**

You should complete the below certification at the time of joining & proof for the same would be verified.

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- 1. Proof of Address (Pan card / Aadhar Card)**
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 - a. 10th, 12th, UG, PG all Mark sheet & Certificate.**

While joining time candidate should not keep any arrears is Compulsory.

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Please note that the Letter of Intent is not an Offer Letter.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of the Letter of Intent as a token of your acceptance.

A warm welcome to you and wish you the best in your career with Timbertruss design private limited.

Yours Sincerely,



(Raj Moorthy)

Director – Timbertruss Design Private Ltd

Signed and Accepted



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Mob : +91 99440 16879 | website: www.timbertruss.com.au | GSTIN : 33AAHCT9657Q1ZD

Selection Letter

Date – 15-December-23

Dear Vivek Raguraj

With reference to the campus interviews, we are pleased to select you in our organization for the position of “**Inten – Detailer**” when positions become available.

***This is a selection letter at Campus drive; based our project availability will confirm the Date of joining.**

***Letter valid period will be 01-January-2024 to 31-March-2025.**

***If you onboarding date does not fall in above mentioned period due to project unavailability post that period letter will be invalid. You would need to apply again and go through interview process again if you wish join with us.**

You should complete the below certification at the time of joining & proof for the same would be verified.

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Your appointment at **Timbertruss Design Private Limited** is subject to confirmation only when the following documents are submitted. Until then, the Date of Joining will be withheld.

While we have your consent on your notice period/ joining with us, will have your DOJ and the offer letter rolled out shortly.

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A warm welcome to you and wish you the best in your career with Timbertruss design private limited.

Yours Sincerely,



(Raj Moorthy)

Director – Timbertruss Design Private Ltd

Signed and Accepted



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URC CONSTRUCTION PVT LTD PLACEMENT DRIVE - REG.

1 message

CIT PLACEMENT CELL <citplacementcell2024@gmail.com>

Mon, Jan 22, 2024 at 8:51 PM

To: citplacementcivil2024@googlegroups.com, citplacementmech2024@googlegroups.com, citplacementeeee2024@googlegroups.com

Cc: Col Jacob G Podipara (Retd) <deputyplacementofficer@cit.edu.in>, CIT DPO <deputypo@cit.edu.in>, Dr Muthu Subramanian P <assistantplacementofficer@cit.edu.in>, DR.A. SARAVANAN <computing_placement@cit.edu.in>

Dear Students,

The following students are shortlisted for the **Final Interview (Virtual Interview)** for **URC Constructions Placement Drive**. It is mandatory for everyone to clear the Final Interview in order to finalise the offer.

Sl. No.	Name	Qualification	Department	College
1	Sundaresan B	B.E	Civil	CIT
2	Monica Selvaraj	B.E	Civil	CIT
3	Vivek R	B.E	Civil	CIT
4	Gopichand R R	B.E	Civil	CIT
5	Jeffrin S	B.E	Civil	CIT
6	Dhinakaran J	B.E	Civil	CIT
7	Keerthinee S	B.E	Civil	CIT
8	Keethapriyan K	B.E	EEE	CIT
9	Siva Suriya S	B.E	EEE	CIT
10	Sri Balachandran	B.E	EEE	CIT
11	Rohan G	B.E	EEE	CIT
12	Sridhar M R	B.E	EEE	CIT
13	Ajay V	B.E	EEE	CIT
14	Santhosh V	B.E	Mechanical	CIT
15	Jagadeeswara Rajan S	B.E	Mechanical	CIT
16	Joshva P	B.E	Mechanical	CIT
17	Dhakshina Moorthy S	B.E	Mechanical	CIT

[Quoted text hidden]

URC/HRD/2024

26.02.2024

Mr. Dhinakaran J,
1/189, South Street,
Suthamadam,
Aruppukkptai TK,
Virudhunagar – 626114.

Dear Mr. Dhinakaran J,

Sub : Offer of Appointment as Graduate Engineer Trainee – Civil Department

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of **Graduate Engineer Trainee – Civil Department** as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before **15.05.2024**.

Reporting Address

URC Construction(P)Ltd,
#810, 1st cross, 7th Main,
HAL 2nd Stage,
Indiranagar,
Bangalore – 560 008.

Contact Number :- Mr. Palanimurugan C / Mr. Dinesh R - HR – Mobile No: 8904482288 / 8147610595.

Thanking you,

Yours Faithfully
For URC Construction (P) Ltd



E.R.Seenivasamoorthi,
GM - Human Resources



URC/HRD/2024

26.02.2024

Mr. Gopichand R R,
Mohan Nagar,
Maramangalathupatti,
Salem – 636030.

Dear Mr. Gopichand R R,

Sub : Offer of Appointment as Graduate Engineer Trainee – Civil Department

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of **Graduate Engineer Trainee – Civil Department** as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before 15.05.2024.

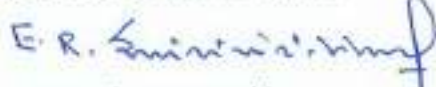
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HAL 2nd Stage,
Indiranagar,
Bangalore – 560 008.

Contact Number :- Mr. Palanimurugan C / Mr. Dinesh R - HR – Mobile No: 8904482288 / 8147610595.

Thanking you,

Yours Faithfully
For URC Construction (P) Ltd



E.R.Seenivasamoorthi,
GM - Human Resources



URC/HRD/2024

26.02.2024

Mr. Jeffrin S,
No.14, Karpagavinayagar
Koil Street, East Tambaram,
Chennai – 600059.

Dear Mr. Jeffrin S,

Sub : Offer of Appointment as Graduate Engineer Trainee – Civil Department

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of **Graduate Engineer Trainee – Civil Department** as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before **15.05.2024**.

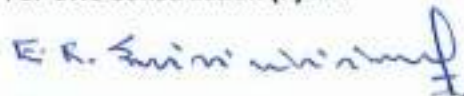
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Thanking you,

Yours Faithfully
For URC Construction (P) Ltd



E.R.Seenivasamoorthi,
GM - Human Resources



URC/HRD/2024

26.02.2024

Ms. Monica S,
94, Thillai Nagar, Bagalur Road,
Hosur – 635109.

Dear Ms. Monica S,

Sub : Offer of Appointment as Graduate Engineer Trainee – Civil Department

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of **Graduate Engineer Trainee – Civil Department** as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before **15.05.2024**.

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Indiranagar,
Bangalore – 560 008.

Contact Number :- Mr. Palanimurugan C / Mr. Dinesh R - HR – Mobile No: 8904482288 / 8147610595.

Thanking you,

Yours Faithfully
For URC Construction (P) Ltd



E.R.Seenivasamoorthi,
GM - Human Resources



URC/HRD/2024

26.02.2024

Ms. Keerthinee S,
34, Thiyagi Natesan Street,
No-2, Ammapet, Salem – 636003.

Dear Ms. Keerthinee S,

Sub : Offer of Appointment as Graduate Engineer Trainee – Civil Department

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of **Graduate Engineer Trainee – Civil Department** as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before **15.05.2024**.

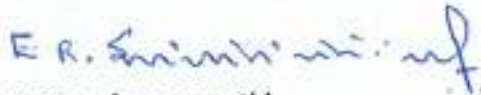
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Thanking you,

Yours Faithfully
For URC Construction (P) Ltd



E.R.Seenivasamoorthi,
GM - Human Resources



URC/HRD/2024

26.02.2024

Mr. Sundaresan B,
12/85, Thiruvallipatty,
Vembadithalam, Kakapalayam,
Salem – 637504.

Dear Mr. Sundaresan B,

Sub : Offer of Appointment as Graduate Engineer Trainee – Civil Department

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of **Graduate Engineer Trainee – Civil Department** as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before **15.05.2024**.

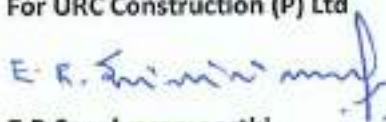
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Contact Number :- Mr. Palanimurugan C / Mr. Dinesh R - HR – Mobile No: 8904482288 / 8147610595.

Thanking you,

Yours Faithfully
For URC Construction (P) Ltd



E.R.Seenivasamoorthi,
GM - Human Resources



URC/HRD/2024

26.02.2024

Mr. Vivek R,
12/201, S.S Nagar,
Sirumugai, Mettupalayam,
Coimbatore – 641302.

Dear Mr. Vivek R,

Sub : Offer of Appointment as Graduate Engineer Trainee – Civil Department

With reference to the personal discussions you had with us, we are pleased to inform you that you have been selected for the post of **Graduate Engineer Trainee – Civil Department** as per the terms and conditions mutually agreed. The formal appointment order will be given at the time of joining. You may report for duty on or before **15.05.2024**.

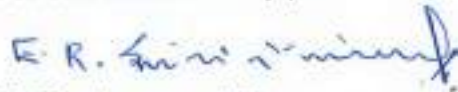
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Bangalore – 560 008.

Contact Number :- Mr. Palanimurugan C / Mr. Dinesh R - HR – Mobile No: 8904482288 / 8147610595.

Thanking you,

Yours Faithfully
For URC Construction (P) Ltd



E.R.Seenivasamoorthi,
GM - Human Resources



GSTIN : 33AACC V2640J1ZH

07th Feb 2024

Coimbatore.

Dear Mr. Deepak Ungesh,

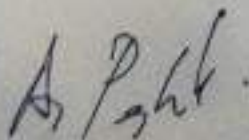
SUB: Internship Offer reg:- (Ref: CIT/ R.No:2001057)

I would like to inform you that the duration of this internship will be **2 months** and it will be an unpaid internship.

On your acceptance of this offer letter, you will be required to join the organization from **1st March , 2024** and you will be reporting to **GM (Tech)**. Your internship will end on **30th April, 2024**, would also like to highlight that the company holds complete rights to terminate your internship anytime during this period with or without any reason.

By accepting this offer letter, you agree to all the terms and conditions that have been mentioned above and you agree that you will be following all the rules and regulations at the company and you will also be observing all the practices and policies that define the working and conduct at the company.

We look forward to having you onboard and we are hopeful that this internship will enlighten your knowledge and we wish you have a successful career ahead.



Authorized Signatory

Viswanathan Constructions Pvt Ltd.,

55- F, East Lokathanya Street, R.S Puram, Coimbatore - 641 002 Tamilnadu, INDIA.
☎ +91-422-2552244 / 55 ✉ info@vcpl1987.com 🌐 www.vcpl1987.com



Wood India Engineering & Projects Private Limited
(formerly known as "Amec Foster Wheeler India Private Limited")

6th Floor, Zenith Building

Ascendas IT Park

CSIR Road, Taramani

Chennai - 600 113, India

T: +91 44 6622 3100

www.woodplc.com

WIEPPL:MD:SR

Dated: 31 January 2024

Mr. Sundereswaran Rajachandrasekaran

No. 1152, A Block A1, Aditya Apartments,

Trichy Road, Sungam,

Coimbatore - 641045

Tamil Nadu

Mobile: 8610006068

Dear Sundereswaran,

Offer of Employment:

We refer to your job application and the subsequent interviews with Wood. We are pleased to offer you employment as **Graduate Engineer Trainee - Offshore (Electrical)** in Wood India Engineering & Projects Private Limited, (hereinafter referred to as "the Company"), located at **Chennai**.

Remuneration:

You will receive a total, all inclusive, compensation of **Rs. 50000 /- (Rupees Fifty Thousand only)** per month. The detailed break-down of the monthly / annual compensation structure (also referred as Total Cost to the Company) has been enclosed as annexure 1 along with this offer letter.

Your appointment to the above position is effective the date of your joining. The tenure of the Graduate Engineer Trainee (GET) Programme will be Twelve months. At the time of joining, you will have to sign a service agreement to the tenure of the Programme and Twelve months thereafter.

Your Date of Joining will be notified to you later.

This offer will be subject to the following:

- Your CGPA is 7 and above and that you do not have any history of arrears in the entire duration of your course and you passing the degree examinations in the normal semester and produce the necessary proof of the same at the first instance.
- Your sending confirmation of acceptance to this offer and the employment terms & conditions by signing below and forwarding to us the duplicate copy of this letter **within Two working days**.
- Your submitting educational documents no later than at the time of joining.
- Your character antecedents / reference checks being found satisfactory in all respects.
- Your fitness medically and not suffering from serious illness or infection or any other terminal or communicable illness prior to accepting this offer.

In the event you fail in any subject and / or do not complete the course within the current academic year and / or do not meet the minimum stipulated CGPA of 7, the employment / offer with the Company stands terminated automatically without further notice.

You will be eligible for One way II AC train fare and ground transportation for you from your Hometown to Chennai. Please note that the above expenses are reimbursed only against the production of original cash

"Wood" is a trading name for John Wood Group PLC and its subsidiaries

Wood India Engineering & Projects Private Limited Registered office: 6th Floor, Zenith Building,
Ascendas IT Park, CSIR Road, Taramani, Chennai - 600 113, India CIN: U65991TN1997PTC037801

receipts / vouchers and tickets. Additionally, at the time of joining the Company, you will be entitled to one week's stay at the Company's Guest House in Chennai. Also please note, in the event of your leaving within one year of joining the Company, the actual amount reimbursed towards travel expenses will be recovered from you.

Notwithstanding anything contained above, the Management of the Company reserves the right to recall / rescind at any time the offer of employment without notice or cause and nothing contained herein or in any other document shall be deemed to vest in you the right to claim employment with the Company. You have also understood and agreed that your absorption as a regular employee after completion of training is at the absolute discretion of the Company and that nothing herein contained or in any other document shall be deemed to vest in you the right to be absorbed as a regular employee of the Company and also that the term 'Employee' used herein or in any other document to refer to the GET is only for administrative convenience and shall not be construed as conferring on the GET the status of a regular Employee of the Company.

You will be governed by the rules and regulations and the standard procedures of the Company. Terms of this offer are strictly confidential between you and the company and willful breach of this confidence will be viewed with utmost seriousness.

You would also be required to furnish the original copies of your personal, educational and employment credentials as listed in Annexure 1 at the time of your joining which shall be duly returned to you immediately after verification.

On behalf of the Company, I would like to welcome you and look forward to having you join the Company, at the earliest.

Best Wishes,



(for)

PARTHASARATHY, S T
MANAGING DIRECTOR



EMPLOYMENT TERMS & CONDITIONS

The terms and conditions of your employment are stipulated herein.

1. Place of Work:

Normal place of work shall be at Wood India Engineering & Projects Private Limited (hereinafter referred to as "the Company"), **Chennai, India**. However, depending on the requirement of the company, employment shall be at other places. The Employee is liable to be transferred, deputed and posted to any other place, in or outside India or to any affiliate or group company, at the sole discretion of the Company's Management. On any such deputation or transfers, Employee will be eligible for relocation and travel reimbursements as per the company's policy in force.

2. Reporting:

You will be reporting to the Department Manager - Engineering or whoever the Department Manager / the Company's Management may nominate at various points in time.

3. Employment on Full Time Basis:

Pursuant to this offer of employment by the Company and acceptance by you, you shall work on full time basis to the requirements of the Company in accordance with the offer of employment. During the tenure of this employment, you shall not engage or indulge either directly or indirectly with any other activity. Any other activity would be construed widely at the discretion of the Company.

4. Working Hours and Office Timings:

Standard workweek and office timings shall be 9.00 am to 5.30 pm - Monday through Friday and 8 hours per day, 40 hours per working week. Certain projects may elect to operate a different work schedule / shifts subject to Management and Client approval.

5. Work Schedule:

You will follow the working hours of the Company on all working days both at Company's office and at any other project / client location. Based on project requirements, Employee may have to work at Company's office / Project Site office on regular shift hours as well as other shift timings as may be decided by the Company from time to time.

6. Overtime:

Eligible employees shall be permissible to book overtime hours beyond the standard working hours in order to compensate the additional hours worked. All Overtime hours shall require pre-approval from the respective Projects / Department/Discipline manager prior to the booking. The Overtime hours shall be subject to the statutory limits and the overtime payment shall be subject to the deduction of Income Tax at the applicable rate.

7. Training Period:

Subject to GET's progress and performance to the satisfaction of the Company, the training shall conclude in Twelve Months from the date of joining as Trainee.

8. Absorption:

At the end of satisfactory completion of training, the Company's management may, at its sole discretion, choose to absorb the GET as a regular employee of the Company. By signing this document, the GET has understood and agreed that nothing herein contained or in any other document shall be deemed to vest in the GET the right to be absorbed as a regular employee of the Company and that the term 'Employee' used herein or in any other document to refer to the GET is only for administrative convenience and shall not be construed as conferring on the GET the status of a regular Employee of the Company.

9. Leave:

Casual Leave: 10 days p.a

Sick leave: 12 days p.a

Privilege Leave: 14 days p.a

Casual Leave and Sick leave are calculated on a calendar month basis. Employees are entitled to Sick and Casual leave even in the Probation period. Privilege leave is credited upon completion of 12 months of service. Advance Privilege leave may be granted at the discretion of the Employee's Department / Discipline Manager, in the period between completion of probation and completion of 12 months of service. No privilege leave can be availed of during probation.

In case of female employee, they shall be eligible for maternity leave and other benefits as per the provisions of Maternity Benefit Act 1961 read with Maternity Benefit Amendment Act 2017 i.e. Pregnant women employees are entitled to 26 weeks of fully paid maternity leave. No woman shall be entitled to maternity benefit unless she has actually worked in Wood India for a period of not less than 80 days. Provided that the maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

10. Performance Review during the Training Period:

Performance review shall be carried once in six months to completion of the training period. Salary review shall be done at the time on absorption, or any other date decided by the company's management, which shall be subject to satisfactory performance of the employee, satisfactory completion of the training period of the employee, internal/external pay equity, overall business performance and at the sole discretion of the Company's Management and shall not be claimed as a matter of right by the employee.

11. Employee Group Medical Insurance, Personal Accident Insurance & Life Insurance:

The Employee, spouse and up to two children will be covered under a Medical Insurance Scheme for a total coverage of Rs. 500,000/- (Rupees Five Lakhs Only). In addition, the Employee will be covered under a Personal Accident Insurance Policy of Rs. 10,00,000/- (Rupees Ten Lakhs Only). The Employee will also be covered under an Employee Group Life Insurance Policy for a sum assured equivalent to their Annual CTC and not less than Rs. 500,000/-, subject to prevailing terms and conditions. Premium for the above said policies will be paid by the Company. Further details on insurance benefits are available in the Employee Handbook.

12. Deductions:

The Company is entitled to deduct from the Employee's salary or other remuneration due, any money that may be due by the Employee to the Company such as but not limited to, any overpayment made by the Company, salary received for leave taken in excess of entitlement or during unauthorized absences or advance payments for anticipated expenses in excess of the expenses actually incurred.

13. Salary Credit:

The Employee agrees that if his / her joining date is after the payroll processing timelines of that month, then his / her salary for that month would be paid along with the next month's salary. Salary will be paid by the company to employee's designated salary bank account on last working day of each month.

14. Uninformed Absence:

In the event employee is continuously absent without prior intimation and/or approval for fifteen calendar days, such uninformed absence shall be deemed as abandonment of service resulting in instant termination without notice or reason and thereby removing the employee's name from the rolls of the Company's HR and Payroll record.

15. Other Payment:

During the tenure of your training period, employee shall not be entitled to any other allowances, payments or emoluments apart from what has been expressly mentioned along with this offer. Any other payment shall be made by the company at its sole discretion and shall be intimated to you in writing.

16. Tax Liability:

Income tax shall be applicable on the above salary/remuneration as per applicable laws and any future amendment made thereon. The Employee shall be responsible for any Indian Tax liability that may arise from his/her employment in India and will defend and indemnify the Company against any such liability. The Company will withhold tax from the monthly salary, allowances & reimbursements as required by applicable laws and remit the same to Indian Tax Authorities. The Employee will be provided with a 'Tax Deduction certificate' at the end of the Financial Year.

17. Policies, Procedures & Code of Conduct:

The Employee shall comply with and abide by the Policies, Procedures, Guidelines, Code of Conduct, Standing Orders and other Rules & Regulations of the Company that may currently be in force or that may be issued and communicated to the Employee from time to time. During the employment with the Company, employee shall adhere to all policies of the Company including but not limited to policies related to Information Security Management System, IT Acceptable Use Policy and any such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. All such Policies, Procedures, Guidelines, Code of Conduct, Standing Orders and other Rules & Regulations issued by the Company from time to time shall be deemed to form part of this Terms & Conditions.

18. Confidentiality and Non-Disclosure:

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. The Employee undertakes to keep all and every information regarding the Company, its products and / or financial status or other information incidental thereto, strictly confidential and secret and neither to directly nor indirectly divulge such information to any third party or otherwise make any use of same for whatever purpose. The matters related to employee's compensation are strictly confidential between employee and the Company and should be treated as such. The employee would also be required to execute bonds / agreements for the purpose of confidentiality and non-disclosure at the time of joining and leaving the company. In the event the management of the Company views any breach of the said condition or undertaking, the Company shall be entitled to initiate appropriate action including termination of your employment without notice and reserves the right to initiate action in the manner known to law including but not restricted to criminal prosecution at costs of the Employee.

19. Assignments of Rights in Work:

Employee agree that all works performed, developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. Employee shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto and protecting the Company against infringement of the patents and copyright by others.

20. Concurrent Education:

While the company encourages professional development to pursue various courses, employee, during the term of employment with the Company, shall be required to get requisite prior permission to pursue any full time or part time courses in any institution/universities in India or any other foreign country, from the company's management. The company's management shall assess such arrangement in such a way that it doesn't affect the project deliverables and grant permission suitably.

21. Concurrent Employment or Business:

Employee shall devote his/her full time and ability to the Company and shall not engage directly or indirectly, on your own or on behalf of anyone else, in any other trade, employment, business or vocation or occupation or public office, whether part-time or full time and whether with or without pecuniary benefits, including honorary, without obtaining the management's prior permission in writing. Employee shall not carry on any activity and/or commit any act prejudicial to the interests of the Company. In the event of any breach of this condition, employee will be liable for termination of services with immediate effect.

22. Indemnity:

The Employee will defend, indemnify and hold the Company harmless from any and all claims, liabilities, losses, actions, damages and the like arising from or in connection with any negligent or intentional acts or omissions of the Employee.

23. Company Property

Upon termination of employment, Employee agrees to return to the Company, all data, Customer lists, Vendors Lists, Written information and any other such items furnished by the Company or any other Company affiliate with the Company or received by the Employee in connection with his/her services hereunder. Employee will retain no copies thereof on the expiration or termination of this Agreement. All the above mentioned are property of the Company and shall be treated likewise unless otherwise specifically mentioned in writing.

24. Employee understands and agrees that he/she will not, directly or indirectly, make any payment or give anything of value, to any foreign or governmental official / Employee or candidate for government office, for the purpose of obtaining or retaining business for the Company or any affiliate of the Company nor will he do anything that may otherwise violate any governing laws of the land. In the event Employee breaches this provision, the Company may immediately terminate the Employee's employment without notice or compensation in lieu of notice, and Employee will defend and indemnify the Company for any losses, damages, penalties or other liabilities it may occur as a result of Employee's breach of this provision.

25. This Agreement shall be governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

26. The employee will be entitled to the statutory benefits under the Employees Provident Fund Act of 1952, Payment of Gratuity Act of 1972 and other similar Labour Law Regulations as may be applicable from time to time and in line with the prevalent Statutory Act & Rules.

27. The employee shall be governed by the employee handbook (including any amendment / modification done to the same from time to time) with regard to the various issues like leave, overtime, etc. The Employee has received access to the handbook and has read and agreed to abide by the conditions stipulated therein.

wood.

28. The management of the Company reserves the right to alter / amend / cancel / add or enter into a fresh agreement with the Employee at any time including during the subsisting of this agreement at the sole discretion of the Company.

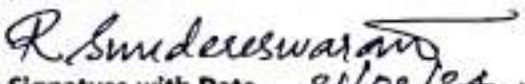
29. The Employee shall at all time, be subject to the Code of Conduct and Code of Discipline of the Company and shall be bound by such rules as may be set by the Company from time to time.

Best Wishes,

(for)


PARTHASARATHY, S T
MANAGING DIRECTOR

I hereby accept the employment with Wood India Engineering & Projects Private Limited under the terms and conditions stated above. I also confirm that, I have read, understood and agree to be bound by the policies and terms and conditions stated above and will be starting on _____ (Date)


Signature with Date 21/02/24.
(Sundereswaran Rajachandrasekaran)

ANNEXURE - 1			
Sundereswaran Rajachandrasekaran			
Total Compensation Per Month		50,000	
Sl.No.	Description	In INR	%
i) PAYABLE MONTHLY:			
1	Basic	25,000	
2	House rent allowance	12,500	50.00
3	Conveyance	1,600	6.40
4	Medical	1,250	5.00
5	Fringe Benefit Pay *	3,750	15.00
6	Special Allowance	568	2.27
	Total Monthly Salary (Guaranteed)**	44,668	
	Annual Salary (A)	5,36,010	
ii) PAYABLE YEARLY:			
1	Annual Festival Allowance per month	1,000	4.00
2	Leave Travel Allowance per month	1,333	5.33
	Total accrual (Monthly)	2,333	
	Total Annual Payment (B)	27,990	
iii) CONTRIBUTIONS BY WOOD TO STATUTORY FUNDS IN EMPLOYEES ACCOUNT :			
1	Employer's contribution to PF	3,000	12.00
	Total contributions (Monthly)	3,000	
	Total contributions (Annualised) (C)	36,000	
TOTAL (A)+(B)+(C)		6,00,000	100.00
* FBP exemption can be claimed by submitting bills pertaining to Telephone Expenses, Car Maintenance & Food Coupons subject to the limit specified under this component. ** Total Monthly Salary (Guaranteed) is subject to Employee Contribution to the PF, TDS & any other applicable deductions			

Documents required to be submitted to HR on the date of joining

S.No	List of Credentials
1	Offer letter issued by the Company
2	All educational qualifications starting from SSLC / Class X
3	Original Medical Fitness Certificate from any registered medical practitioner - General Health (Certificate not to be older than 60 days prior to the date of joining)
4	Passport
5	PAN card
6	Three passport size and two stamp size photographs

Important Note:

1. All the above documents are to be produced compulsorily on the date of joining.
2. Originals and photocopies (copies only in A4 sizes) of all the above documents should be brought on the date of joining. Originals will be returned back immediately after verification by HR.
3. Reporting Time - 8.30 AM
Contact - HR

Date: October 13, 2023

Name: Abhinaya P

PAN Number: _____

Dear Abhinaya P,

RE: POST OF: EELE10 - Graduate Engineer Trainee (GET) - Electrical

We refer to your recent interviews and are pleased to offer you the position of **EELE10 - Graduate Engineer Trainee (GET) – Electrical**, subject to your completion, obtaining convocation of the Engineering Graduation, on the following terms and conditions .

1. Your Salary Package is detailed in the attached Appendix A:

a) Cash:

You will receive a total Cash Salary of INR 46,590/- per month or INR 559,080/- per annum inclusive of all allowances.

All statutory deductions including employee Provident Fund deductions will be made from the Basic salary amount stated in Appendix A as per applicable law.

b) Benefits:

In addition to your Cash Salary the Company will contribute **12%** of your monthly Basic salary towards Provident Fund and provide Personal Accident cover, Group Life Insurance and

behalf of the Company. It is your responsibility to obtain advice on the health requirements, including but not limited to any recommended vaccinations or other precautions, for the countries you are visiting and to have the recommended vaccinations and to take such other precautions for those Hospital & Surgical Insurance.

As per statutory requirements once your employment has terminated, provided you have rendered the required statutory length of continuous service you will be entitled to receive gratuity payments.

c) Reimbursement:

The Company will allow medical reimbursement of up to a maximum INR 15,000/- per annum for General Practitioner Clinical Treatment in accordance with Company policy. Reimbursement is for costs incurred by you, your parents, your spouse, infants and children below the age of 19 years and children up to the age of 25 years if in full time education.

2. You are entitled for a relocation allowance as per the policy PR-INDIA-KBR-HR- 3334. However, such amount (relocation allowance) can be claimed only when the company (Manager & HR) has advised you to move to Chennai in writing. The cost includes towards relocating (self, spouse, and children) travel, temporary accommodation up to 7 days and removal of goods from your current location in India to Chennai, subject to production of original bills and any statutory deductions. In the event that your employment is terminated by means of resignation or disciplinary action within 24 months of your joining the company, you will be required to pay back as per the relocation assistance policy.
3. You will be on probation for an initial period of Six (**6**) calendar months. Termination notice during the probationary period is three months' notice for either party. The Company may elect to make payment of your Basic salary in lieu thereof.
4. Subject to clause 5 below, the ordinary working hours shall be:
Working Days : Monday to Friday (5 days in a week)
Working Hour : 8 hours each day / 40 hours in a week

5. Your hours of duty as well as holidays may be changed by the Company from time to time to meet business needs, subject to applicable law. You shall work such hours as assigned by the Company. You may also be required to work additional hours as and when requested to do so by the Company or when the proper performance of your work so requires, subject to applicable law.
6. You will be entitled to be paid extra remuneration for any such additional hours as per applicable law and Company Policies.
7. The effective date of your employment is **July 01, 2024**.
8. All other terms and conditions are stated in the India Employee Handbook and/or Company policies, which the Company reserves the right to amend from time to time. You shall observe all the policies, rules and regulations of the Company and treat with utmost secrecy (both during and after cessation of your employment with the company) all confidential data/information that comes into your possession or knowledge or is created in the course of your employment.
9. Your normal place of work is the Company's India office, the address of which will initially be 10th Floor, Prestige Polygon, 471, Anna Salai, Nandanam, Chennai - 600035, Tamil Nadu, India. The Company reserves the right to transfer you at any time to any other unit or division of the Company or its affiliates, including to any new office location, either in India or overseas, either on a temporary or permanent basis. You agree to comply with such transfer requirement unless exceptional circumstances prevail. In the event of such a transfer, the terms and conditions of the unit or division to which you are transferred will be applicable.
10. You will report to **Sr. Tech Prof Leader - Electrical** or such other person as may be designated by the Company from time to time.
11. The Company may from time to time require you to visit foreign countries to perform work on countries prior to traveling. This advice should be obtained from a registered and licensed medical practitioner. The cost of having the recommended vaccinations will be reimbursed to you by the Company.
12. You are personally liable for all income taxes arising in India or elsewhere on wages and remuneration received by you. You are obliged to file your own income tax returns in India or elsewhere and pay for any tax liability there from.
13. The Company will deduct all such taxes that it is required to under law. If, and to the extent that, the receipt by you of any benefits (including employee benefits), prerequisites or similar items provided or to be provided under this agreement is determined by the applicable taxing authorities to constitute compensation taxable to you, you shall be responsible for the payment of any and all taxes imposed upon you in respect thereof and shall not be entitled to reimbursement therefore from the Company or to any increase in your compensation hereunder by reason thereof.
14. After completion of the probationary period, your employment may be terminated by you or the Company by giving **Ninety (90)** calendar days' written notice. If notice is given by either party, the Company may elect at its discretion to make payment of your Basic salary in lieu of notice. The Company need not give prior notice of termination in the case of serious misconduct.
15. The retirement age for the Company's employees is sixty (60) years of age. Accordingly, if you are still employed at the date of your 60th birthday your employment will automatically cease on that date.
16. You agree that the Company is not bound to apply the "last on, first off" principle in the event that it is selecting employees for retrenchment. The Company will endeavor to find a

suitable alternative position within the organization in the event that the position that you have been employed for is deemed to be redundant.

16. Please note that this offer of appointment is subject to the confirmation of your satisfactory references, background checks where applicable and eligibility to work in India.
17. Compensation data is strictly confidential. As such, you are responsible to maintain the confidentiality of your Salary Package. Employees who divulge their Salary Package to others will face disciplinary action and their employment may be terminated by the Company.
18. The Company's work frequently involves required access to or use of U.S. origin technical information. It is a condition of employment at any Company office or location that a candidate will be eligible to receive access to technical information of U.S. origin. Accordingly, please further note that this offer of employment is subject to confirmation that you are eligible to receive information necessary to perform the job for which you are being hired.

We would appreciate the indication of your agreement to the terms and conditions of employment and thereby acceptance of this offer by signing the duplicate copy of the letter and returning same to us.

Yours Faithfully,

Manoj
Kumar B E
Manoj Kumar B E

Digitally signed by Manoj Kumar B E
DN: cn=Manoj Kumar B E, c=IN,
o=KBR, ou=Chennai,
email=manojkumar.be@kbr.com
Date: 2023.10.13 18:30:52 +05'30'



Lead Recruiter, Human Resources

My signature affixed below indicates that I have read, understood, and agreed to the above terms and conditions.

Signature : _____

Date: _____

Name : _____

Date of birth : _____

Father's Name : _____

Appendix A			
Name	Abhinaya P		
Designation	Graduate Engineer Trainee (GET) - Electrical		
Job Code	EELE10		
Compensation Breakup		Per Month	Per Annum
Total Cash	Basic	INR 28,415	INR 340,984
	HRA (50% of Basic)	INR 14,208	INR 170,492
	Transport Allowance (Fixed Amount)	INR 1,600	INR 19,200
	Ticket Restaurant Meal Card (Fixed Amount)	INR 1,100	INR 13,200
	Leave Travel Allowance (LTA)	INR 1,267	INR 15,204
	Cash Total	INR 46,590	INR 559,080
Provident Fund	ER Provident Fund (12% of Basic)	INR 3,410	INR 40,920
Cost to Company (CTC)/Year			INR 600,000
Additional Company Funded Benefits	Personal Accident Cover	As per company policy	
	Group Life Insurance		
	Group Hospital & Surgical Insurance		
	Medical Reimbursement/Year	INR 15,000	

14 February 2024

Ms. Nivetha Nehru
Coimbatore Institute of Technology, Coimbatore
Tamil Nadu - 641 014

Dear Nivetha Nehru,

We are pleased to extend you a Provisional Offer Letter for the position **Graduate Engineer Trainee**, with our Company on the following terms and conditions:

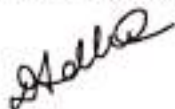
1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.
2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.
3. This Provisional Offer cannot be considered as final offer or offer of appointment, which is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited



D Anuradha
Head - Talent Management

Accepting the Provisional Offer



Nivetha Nehru
Date: 22/02/2024

ANNEXURE I

14-02-2024	
CTC Structure	
Name : Ms. Nivetha Nehru	
Components	Amount Per annum (INR)
Basic Salary	320000
Flexible Compensation Plan (FCP)	425600
Basic + FCP (A)	745600
Employer contribution to PF (12% of Basic Salary)	38400
Gratuity (5% of Basic Salary)	16000
Total Retirals (B)	54400
Total CTC (A+B)	800000

Handwritten signature

Note:

The salary components that form part of the "FCP" and guidelines for distribution of amount into these salary components are given in Annexure II.
Performance Incentive will be paid as per the Company rules, i.e., Company performance (25%) and Individual performance (75%) will be reckoned on your performance incentive eligibility, based on achievement of the agreed targets, and paid along with annual revision.
Performance Incentive (PI) is not apportionable for any part of a year served, and payment of any PI shall be conditional upon you remaining in service on the date when the Company pays PI to its employees and not having served notice of resignation or been served with notice of termination.

ANNEXURE II

Definition & guidelines for Flexible Compensation Plan

Component	Guidelines	Remarks
House Rent Allowance (HRA) (Monthly)	Maximum allowed allocation for HRA is of 50% of basic salary in case of metro city and 40% of basic salary in case of non-metro city Note: Delhi, Mumbai, Kolkata, and Chennai are classified as metro cities	- HRA is tax exempt under old regime under Section 10 (13A) for employees who stay in rented house - The exemption on HRA benefit is the minimum of - The actual annual HRA received 50% of annual basic salary in case of metro city and 40% of annual basic salary in case of non-metro city - Annual rent paid minus 10% of annual basic salary Employees who stay in own accommodation cannot claim tax exemption under HRA
Uniform Maintenance Allowance (Monthly)	A maximum of Rs 60,000/- per annum can be allocated for Uniform Maintenance Allowance	Uniform Maintenance Allowance is fully tax exempt under old tax regime with no requirement of proof submission
Communication Allowance (Monthly)	- Communication Allowance is paid to meet your expenditure towards mobile, telephone and broadband connection - A maximum of Rs 60,000/- per annum can be allocated	- Tax exempt at the end of financial year under old tax regime to the extent bills are submitted against the amount opted - Bills should be on the name of the employee for availing tax exemption
Professional Development Allowance (Monthly)	- Professional Development Allowance is paid to meet the expenses incurred towards your employment relevant education / research / training pursuits - A maximum of Rs 5,00,000/- per annum can be allocated	Tax exempt at the end of financial year under old tax regime to the extent to which appropriate bills are submitted against the amount opted
Leave Travel Concession (LTC) (Annual)	- A maximum of one-month basic salary can be allocated annually in LTC - LTC will be paid in lump sum for the year (subject to tax) after completion of six months of service	Tax exemption under old regime for LTC can be claimed twice in a block of four years, as per income tax act and rules
National Pension Scheme (NPS) (Monthly)	- Eligibility: Employees in level 6 & above - This scheme facilitates employee to contribute monthly to NPS account through TVS Motor Company Limited - The amount you allocate from your CTC towards NPS will be deposited as employer's contribution in your NPS account - Minimum of Rs. 6000/- per annum and a maximum of 10% of your basic salary can be allocated	- Tax deduction (under both old & new tax regimes) under section 80CCD (2) is available for employer contribution towards NPS up to 10% of basic salary - This deduction is over and above your 80C investments
Other Allowance (Monthly)	Balancing Figure (Remaining amount from FCP which has not been allocated)	Paid out monthly, subject to tax

General Guidelines

- The flexible compensation plan declaration is open only at the time of salary revision for existing employees and at the time of onboarding for new hires.
- The total declared amount under various components should not exceed your eligible flexible compensation plan amount.
- The components are governed by Income Tax Act and rules thereto.
- Balance amount left after distribution into flexible components will be moved to Other Allowance and paid out monthly, subject to tax.
- If no declaration is made under flexible compensation plan within the stipulated time, the amount will be paid out monthly as 'Other Allowance', subject to tax.
- Company reserves its right to amend, suspend, vary, and modify any of the terms and conditions of this policy at any time in view of the upcoming Code on Wages.
- Please visit "SAMPARK" for updating Flexible Compensation Plan. The procedure for the same will be shared during onboarding.



VANDEWIELE-SAVIO - PLACEMENT DRIVE

1 message

CIT PLACEMENT CELL <citplacementcell2024@gmail.com>

Thu, 18 Jan, 2024 at 3:52 pm

To: Yuvamithun M <yuvamithun17@gmail.com>, SIBIRANJAN R <rms.sibiranj02@gmail.com>, vasanthasag2003@gmail.com, SATHISH RAO.R <sathishrao19052001@gmail.com>

Cc: CIT DPO <deputypo@cit.edu.in>

Dear students,

Your internship will start by **22nd january 2024** and the details about internship are as below.

Date: 22/01/2024

Stipend: 8000 per month

Food : Lunch will be provided

Transportation : You can board at the company bus at Hopes college bus stop at 6.55 AM

[Quoted text hidden]

11-Dec-2023



To
Mr. SYED ABDUL HAQ S
haqsasee27@gmail.com

Dear Syed Abdul Haq S,

We are pleased to offer you the position of **GET (Graduate Engineer Trainee)** in our Company.

Please find enclosed Annexure 1 detailing the remuneration payable to you. The position and the remuneration offered to you have been fixed based on our assessment of your relevant skills. After joining us, you will be issued a letter of appointment setting out in detail the terms and conditions of employment.

You need to report for joining at our office as an Intern, located at **Keelakaranai Village, Malrosapuram, Chengalpattu 603 204 in January 2024**. Exact date of joining will be intimated on or before last week of December 2023.

You will be taken on our rolls automatically as GET after successful completion of your Degree without any arrear in the semester(s) that you appear after your interview date. If in case you get any arrear in the above-mentioned semesters, we will not be able to confirm your employment.

Please forward to us a signed copy of this Offer letter, as a token of acceptance, on or before **14-Dec-2023**

We look forward to you having a rewarding career with SONA BLW.

Accepted and Agreed. I will join as Intern in Jan 2024.

Sincerely

Signature : _____

Name : _____

Date : _____

Ramesh V
Head – Human Resources

On the date of your joining, kindly bring the following documents:

1. 5 passport size photographs (no older than 6 months).
2. The original and a copy of each of the following documents:
 - Proof of Age. (Birth Certificate or School Leaving Certificate)
 - PAN Card.
 - Aadhar Card
 - Cancelled Cheque Leaf
 - Relieving Letters from your present & all previous employers (if any).
 - Educational Certificates (Mark sheets & Degree certificates for all completed courses as declared in the application)

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out here in.

Important Note: This offer is valid subject to your clearance on medical fitness conducted by authorized vendor partners designated by Sona BLW.



Ramesh V

Head – Human Resources



SONA COMSTAR

ANNEXURE 1 - Salary Details

Salary Components	Amount in Rs. (per annum)
Basic	190000
FBA	217051
Guaranteed Cash	407051
RB (PF + Gratuity)	31939
Statutory Bonus	36010
CTC	475000

Year on Year Compensation increase

	Jul 2024**	Jul 2025	Oct 2026
Joining Package	Rs.475000		
1 st Salary Revision		Rs.550000	
2 nd Salary Revision			Rs.625000

** You will be taken into rolls in the subsequent month after successful completion of your degree

* From Oct 2027 onwards you will be part of regular Performance appraisal process

Ramesh V

Head - Human Resources

[Signature of the Employee]

Name: Syed Abdul Haq S



SONA COMSTAR

Letter of Authorization

I hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any Background or Reference check on my employment, education, address & criminal background or any other relevant pre-employment checks in any jurisdiction across globe so that the hiring decision may be evaluated at any point of time and also hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any medical test as part of my pre – joining process. The report there in can be analyzed by Sona BLW HR/inhouse medical team for any official purpose.

I hereby agree that during the course of the reference checks and background verifications my previous employers and universities may be contacted and these checks are done on behalf of Sona BLW I hereby also agree that in areas/regions where the authorized vendor partner is not available I will take all relevant medical test as stated by Sona BLW and submit the report before or on the date of my joining the organization.

In the event that Sona BLW being unable to verify any information, it is my responsibility to furnish the necessary additional information/documentation.

I hereby confirm and agree that any submission of false or misleading information will entitle Sona BLW to take appropriate action on my employment including termination

* SIGNATURE: _____

* NAME (IN BLOCK LETTERS): _____

* DATE: ____/____/____



Larsen & Toubro Limited
A. M. Naik Tower
Gate No. 3, Jogeshwari - Vikhroli Link Road,
Powai, Mumbai 400072, INDIA
Tel: +91 22 6892 5010 / 5011
www.Larsentoubro.com

Ref: L&T / LTGET24103/21726

Date: 15-12-2023

Mr. Aaravamudhan G
Coimbatore Institute Of Technology
Email ID: aaravamudhan.g@gmail.com
Contact Number: 9043877655

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of **"Graduate Engineer Trainee"** with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of the L&T family.

Your date of joining will be tentatively in **July 2024**, subject to your medical fitness being cleared and certified by our company's authorized doctor.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and/or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

The compensation details are mentioned below:

Posting Category	CTC Per Annum
Office Based Posting	₹ 6,00,000/-
Project Site Based Posting	₹ 6,57,000/-

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including the Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 5 days of the communication by providing your digital signature below.

Yours faithfully,
for LARSEN & TOUBRO LIMITED

Sunil Kumar Sharma
Joint General Manager
Corporate Human Resources

Acknowledgment

I acknowledge that I have received, read the above communication, and accept the same.

(Aaravamudhan G)

L&T-Letter Of Intent 2024-Aaravamudhan G-LTGET24103-21726

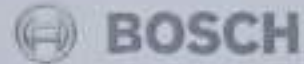
Final Audit Report

2023-12-18

Created:	2023-12-16
By:	hrssc Int (hrssc@Intecc.com)
Status:	Accepted
Transaction ID:	CBJCHBCAABAAJfJg_MCEHBusbqQB6NzT2Pe4dL0kVncB

"L&T-Letter Of Intent 2024-Aaravamudhan G-LTGET24103-21726" History

-  Document created by hrssc Int (hrssc@Intecc.com)
2023-12-16 - 3:21:21 AM GMT- IP address: 165.225.104.64
-  Document emailed to aaravamudhan.g@gmail.com for acceptance
2023-12-16 - 3:21:25 AM GMT
-  Email viewed by aaravamudhan.g@gmail.com
2023-12-16 - 3:53:05 PM GMT- IP address: 172.225.220.157
-  Signer aaravamudhan.g@gmail.com entered name at signing as Aaravamudhan G
2023-12-18 - 9:01:04 AM GMT- IP address: 106.195.44.103
-  Document accepted by Aaravamudhan G (aaravamudhan.g@gmail.com)
Acceptance Date: 2023-12-18 - 9:01:06 AM GMT - Time Source: server- IP address: 106.195.44.103
-  Agreement completed.
2023-12-18 - 9:01:06 AM GMT



* Personal and Confidential *

Ms. Dhevashree A S

CIT Coimbatore - Coimbatore
Institute of Technology -
Coimbatore

Bosch Global
Software Technologies
Private Limited,
123 Industrial Layout,
Hosur Road, Koramangala,
Bangalore - 560 095, India.
Tel: +91 80 6657 5757
Fax: +91 80 6657 5494
CIN: U72400KA1997PTC023184
www.bosch-india-software.com

Our reference: B.E./B.Tech

Date: 12-Dec-2023

Dear Ms. Dhevashree A S,

SUB: OFFER LETTER OF INTERNSHIP

With reference to your application and the interview you had with us, we,
Bosch Global Software Technologies Private Limited ("Company")
are pleased to inform you that you have been selected as a "**Student
Trainee**" in our organization on the following terms and conditions:

1. Nature of Engagement:

You will be engaged as a Student Trainee in our establishment in
"MS/EEDS-MM" and during the course of internship, you shall be under the
guidance of Bindu Leela (MS/EAD-AE). You may be required to undergo
training in different shifts if necessary to enable you to get adequate exposure
of the functioning of the different departments. Your hours of engagement will
be as per the project requirements.

2. Duration of Engagement:

The internship period will be from **19th Jan 2024 to 5th April 2024** unless the
company extends the period of your engagement in writing, your engagement
shall automatically stand terminated on the end date. Please note that the
company reserves its right to terminate the internship at any point of time
with a notice of 15 days. In case you wish to prematurely exit the internship,
a notice of 15 days must be given, and you must also furnish the
concurrence from the college placement team.

Registered office: Bosch Global Software Technologies Private Limited, 123, Industrial Layout, Hosur Road,
Koramangala, Bengaluru - 560095, India
Managing Director: Mr. Datta Salagame

©Bosch Global Software Technologies Private Limited reserves all rights even in the event of industrial
property. We reserve all rights if disposed such as copying and passing on to third parties.

3. Scholarship:

You will be paid a stipend of Rs. 25000 per month (Twenty Five Thousand rupees only), for the period of internship. Other than the above, you will not be entitled to receive any other payment / allowance.

4. Other terms & conditions:

4.1 You will be entitled to take 1 day general Leave (GL) per month. Other holidays shall be at par with on-roll employees.

4.2 Confidentiality:

(i) During the internship or after completion thereof you shall not divulge, disclose or impart to any person / any organization, any Confidential Information (as defined hereafter) of the Company which may come to your knowledge during the course of internship. "Confidential Information" shall mean any information concerning the business, finances, operations or any other transactions or affairs of the Company including without limitation any trade secret, data, proprietary information and any other documentation.

(ii) No rights, license is either granted or implied to have been granted by the conveying of Confidential Information to the Intern

(iii) Intern agrees that he/she shall use the Confidential Information only in respect of internship assignments.

(iv) Intern hereby agrees not to retain at his/her end any Confidential Information on expiry/termination of the Internship and shall not transfer, copy any Confidential Information in his/her personal device. Intern shall promptly return or destroy all Confidential Information of the Company and, if required, certify in writing as to the destruction of (without retaining any copy), all Confidential Information (and copies and extracts thereof).

4.3 You will be subject to the rules and regulations of the Company in force from time to time as applicable to on-roll associates. Additionally, you are expected to follow the safety norms laid down by the Company.

4.4 The offer of internship is on the understanding that all the information given by you in your application form is correct, true and complete. If it is found at any time that the information given by you in the application form is not correct and true and or you have knowingly suppressed any information, the Company will have the right to discontinue your internship at any time and without any notice (as per clause 2 above) or stipend (as per clause 3 above).

4.5 Intellectual Property Rights:

(i) You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your internship with the Company ('IP') shall be owned by the Company exclusively.

(ii) You shall assign to the Company any invention that you may develop during the course of your internship with us and the Company shall be free to deal with such invention as it may deem appropriate.

(iii) Company may require you to execute such documents as may be necessary to fully assign the ownership and rights in the IP to the Company, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise, on a case-to-case basis, stipend paid to you shall be deemed as adequate consideration for assignment of IP.

4.6 Your internship does not implicitly entitle you to seek any form of employment with the Company.

5. Data Protection:

We are responsible for compliance with the laws on data protection (e.g. National, General Data Protection Regulation (GDPR) etc). Therefore, we obligate you to process personal data only in accordance with the confidentiality obligation for the protection of personal data as follows:

Declaration of Confidentiality for the Processing of Personal Data

The processing of personal data is subject to legal requirements. Personal data shall therefore only be processed on directive. Next to individual directives of your Manager, the following are to be considered as directives: central directives, process descriptions, company agreements, guidelines and further operating regulations. These include protection measures for personal data.

The binding principles relating to the processing of personal data for the Bosch Group are in essence the following:

Personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to the data subject (individual to whom the personal data pertains- also known as data principal in India) ('lawfulness, fairness and transparency'),
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation'),
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimization').

- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy').
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation').
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures ('integrity and confidentiality').

While reporting, please bring the following:

1. 2 Passport size photographs
2. 2 copies each of your educational certificates
3. Original bona-fide certificate
4. Proof of Identity and residence
5. The original documents (except bona-fide certificate) will be returned to you after verification.

Bosch Global Software Technologies Private Limited

pki, BOSCH,
APAC, B, E,
Bellur.Mohan

Digitally signed by
pki, BOSCH, APAC, B,
E, Bellur.Mohan
Date: 2023.12.13
11:09:52 +05'30'

Bellur Mohan Nanjundiah
General Manager
(Human Resources)

pki,
BOSCH,
APAC, M, A,
Madhura.H

Digitally signed
by pki, BOSCH,
APAC, M, A,
Madhura.H
Date: 2023.12.13
09:42:13 +05'30'

Madhura H
Assistant Manager
(Human Resources)



BOSCH

Please sign and return copy of this letter as a token of your acceptance of the above terms and conditions at the time of your joining.

I accept the above terms and conditions and confirm that I will report as student trainee on 19.01.2024.

DHEVASHREE A S

Name

Dheva A.S

Signature

14.12.2023

Date

VS / HR / 05 / 2023

29/12/2023

To,
Mr. Sathish Rao
Ambattur, Chennai - 600053

OFFER LETTER

Dear Mr. Sathish Rao,

We refer your final interview, and we are pleased to appoint you in our organization under **apprenticeship** as "**Graduate Engineer Trainee – Research and Development**", with terms and conditions and the salary benefits as discussed and follows.

The all-inclusive stipend is **Rs. 5,00,000/- Lakhs per annum**.

You are requested to submit the following documents and personal records, whichever is applicable for our verification along with signed duplicate copy of this letter.

Certified true copies of

- Certificate(s) of Education, Date of Birth proof and Aadhaar card copy
- Work experience certificates
- Passport copy and Name with address of 2 references.
- Passport size photos – Three nos.

You are being expected to join on or before **1st June 2024**, further then the offer will remain invalid.

Kindly acknowledge the receipt of this letter as the acceptance and return us the photocopy duly mentioning the exact date of joining.

Thanking you,

Yours faithfully,
VANDEWIELE-SAVIO INDIA PRIVATE LIMITED.,



Dr. FRANCO BONELLO
MANAGING DIRECTOR



{{Dte_es_:signer1:date}}

Chowthri Vikash Ayyasamy
Hyderabad

PRIVATE AND CONFIDENTIAL

Internship Offer Letter and Terms and Conditions of Internship

Dear **Chowthri Vikash**,

We are pleased to offer you an internship with PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited ("Company" or "PwC AC Bangalore"). Your work location will be **Hyderabad**. Reporting lines and location are subject to change depending on business requirements.

If you accept this offer, your commencement date with us will be on **15 February, 2024** or such other date as may be communicated by us to you in writing ("Internship Commencement Date"). Your Internship end date will be on **12 August, 2024**. You are being offered a fixed stipend of INR.35,000/- per month (**Thirty Five Thousand Only**).

Other Terms:

1. Internship Agreement: Once you accept this offer, you will be required to sign an internship agreement ("Internship Agreement"), the format of which is attached to this offer letter ("Offer Letter"). Your internship with the Company will be on the terms of this Offer Letter and the Internship Agreement until the end of your internship with the Company in accordance with the Internship Agreement.

2. Working Hours: You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

3. Taxation: Your stipend has been stated gross of tax. You will be responsible for all applicable Indian taxes on your stipend,. In the event that you have sources of income or expense outside of your internship with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

4. Termination Notice:

a. Your internship in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to conduct a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly 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 biodata with the Company or in the declarations made by you in this Offer Letter and/or the Internship Agreement, your internship is liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

b. Company retains the right to terminate your internship, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company

As such the Company may terminate your internship on an immediate basis for any of the following conduct on your behalf effective immediately.

- i. acts of fraud, dishonesty or misconduct involving moral turpitude;
- ii. commission or conviction of any criminal offence;
- iii. engagement in any activity that you know or should know could harm the business or reputation of the Company;
- iv. material failure to adhere to the Company's corporate codes, policies or procedures;
- v. continued failure to meet performance standards as determined by the Company;



- vi. a breach or threatened breach of any material provision of this Offer Letter or the Internship Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;
- vii. violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid stipend through the effective termination date.

(c) The Company may also terminate your internship for reasons other than those specified above or for no reason, effective upon a prior written notice of at least 15 days. In the event that the effective date of your termination is less than 15 days, you will receive payment of the net amount of stipend you are entitled to in lieu of the remaining notice period less any deductions or withholdings, as required by law.

(d) You agree to provide the Company with a prior written notice of at least 15 days if you wish to terminate your internship, which shall be effective at the end of the notice period unless agreed otherwise.

5. Return of Property: Upon termination of internship, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

6. Acknowledgement: You acknowledge that your joining the Company as an Intern will not breach any agreement relating to internship or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

This Offer Letter and the annexures appended hereto form an integral part of the Offer Letter. Nothing in this Offer Letter or any annexures thereto shall be construed as creating an employer-employee relationship between the Company and you. Notwithstanding anything contained in this Offer Letter, you will not have a right to employment with the Company.

7. To indicate your acceptance and agreement with all the terms of this Offer Letter and the attachments including the Internship Agreement, please share the signed copy of the Offer Letter, no later than **19 January, 2024**. It is clarified that the Internship offer made to you under this Offer Letter will automatically lapse on **19 January, 2024** and will no longer be valid if we do not receive your signed acceptance of the Offer Letter. It is further clarified that the Internship offer under this Offer Letter is contingent upon you joining the services of the Company on the Internship Commencement Date. The Internship offer made to you under this Offer Letter, will be deemed withdrawn on your failure to join the services on the Internship Commencement Date.

Chowthri Vikash Ayyasamy, we are excited about having you intern with us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us_advisory_ac_india_hc_operations@pwc.com.

Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

{{Sig_es_:signer1:signature}}

Authorized Signatory

Date: {{Dte_es_:signer1:date}}

I, **Chowthri Vikash Ayyasamy**, accept the offer and terms of internship as detailed in this letter and the attached Internship Agreement.

{{Sig_es_:signer2:signature}}

Date: {{Dte_es_:signer2:date}}



INTERNSHIP AGREEMENT

This Agreement (“Agreement”) is between PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”) and Chowthri Vikash Ayyasamy (“You” and all similar references).

1. Definition

- (a) “Cessation Date” means the effective date of cessation of your internship with PwC AC Bangalore.
- (b) “Offer Letter” means the internship offer letter dated {{Dte_es_:signer1:date}} by which you were offered internship with PwC AC Bangalore and was accepted by you on {{Dte_es_:signer2:date}}.

2. Internship

- (a) You accept the internship on the terms of the Offer Letter and this Agreement along with the exhibits thereto until the end of your internship with PwC AC Bangalore on the Cessation Date or in accordance with clause 4 of the Offer Letter.
- (b) By signing this Agreement, you agree to:
 - (i) Devote your time and effort to PwC AC Bangalore’s business and refrain from providing services to any other third party outside of the interests of PwC AC Bangalore or any of its subsidiaries;
 - (ii) Abide by all policies of PwC AC Bangalore, current and future, including but not limited to the Equal Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;
 - (iii) Abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and
 - (iv) Abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.
 - (v) Abide by the terms of the Exhibit E concerning past employment obligations.
 - (vi) Work on any project to which you are assigned, unless there is a justifiable reason not to do so.
- (c) You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from interning with PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Stipend

As of the commencement of your internship, PwC AC Bangalore will pay you a stipend as specified in the Offer Letter, less required and authorized withholdings and deductions. It is clarified that you are joining PwC AC as an intern and merely receiving a Stipend does not entitle you to the other benefits available to the Employees.

4. Covenants

While interning with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore to perform Consulting Services. You agree that these obligations protect PwC AC Bangalore’s legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

5. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC Bangalore regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by written agreement signed by you and the Authorized Signatory of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

6. Severability

- (a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.



(b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

7. Waiver

Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

8. Choice of Law & Jurisdiction

All disputes arising out of or in connection with this internship letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of Courts at Bangalore, India.

9. Assignment and Beneficiaries

This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

10. Counterparts

For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

11. Survival

Clauses: 2, 4 through 10 and Exhibits C and D shall survive termination of this Agreement or your Internship for any reason whatsoever.

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement.

For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited

{{Sig_es_:signer1:signature}}

Authorized Signatory

Date: {{Dte_es_:signer1:date}}

Employee

{{Sig_es_:signer2:signature}}

Chowthri Vikash Ayyasamy

Date: {{Dte_es_:signer2:date}}



EXHIBIT A

Equal Opportunity Policy

It is the policy of PwC AC Bangalore and its group of companies to provide equal opportunity for all applicants, interns and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees and interns. An intern who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the intern's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of internship including, but not limited to, recruitment, recruitment advertising and/or other communications media, rates of pay and other compensation.

Each intern is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of internship. If an intern believes that he/she has been unlawfully discriminated against in an internship-related matter, please direct your concerns to **the Director - HC** the Equal Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee or intern asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to **the Director - HC** immediately.



EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, interns, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits actions that are based on an employee's or other person's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees including interns conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the interns during a work from home setup and all interns are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.

Sexual harassment is viewed as a form of conduct that undermines the integrity of the employment or internship relationship, as the case may be. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, interns, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or internship, as the case may be.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.
- Tangible employment or internships- related decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This policy also expressly prohibits behavior that harasses an intern, employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an intern or employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the Company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.



If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another intern or employee of the Company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

The Internal Committee ("IC") duly constituted by PwC AC under applicable law is available to investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

If you are aware of conduct by anyone — including those at any level — that may be unethical, illegal or inconsistent with PwC's Code of Conduct, Our Standards, values or policies — help is available. Talk to your Human Capital Team (HR) representative. You can also report your concerns to the Ethics Helpline, anonymously if you prefer at Bangalore/Hyderabad/Kolkata/Mumbai AC: 000-800-100-1555.

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment or internship, as the case may be.

Every employee or intern may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each intern or employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the members of the IC mentioned above.



EXHIBIT C

Confidentiality and Intellectual Property Agreement

As a material part of the consideration for my internship with PwC Service Delivery Center – Bangalore Private Limited and the stipend that I shall receive during my internship, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement ("**CIPA**") is attached as an exhibit, I also agree to this CIPA's terms:

1.

(a) I will, both during my internship with PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore's sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my internship with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed or engaged by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [·], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) "**Proprietary Information**" as used in this CIPA means all information or material disclosed to or known to me as a consequence of my internship with PwC AC Bangalore or any affiliate of PwC AC Bangalore ("**affiliate**" includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, "know-how," tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees, interns or any person engaged by PwC AC Bangalore in any capacity and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.

(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be "works made in the course of your internship with the PwC AC Bangalore" or "works made for hire", under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all rights, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works.



Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my internship. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore's rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore..

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.

(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my internship in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) **"Works"** means:

I. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my internship with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my internship or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

II. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my internship with PwC AC Bangalore, or which I conceived, developed, discovered, or made in whole or in part during my internship or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and any part or aspect of any of the foregoing.

III. For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean

a. PwC AC Bangalore for any period of time during which I intern with PwC AC Bangalore and



b. any affiliate of PwC AC Bangalore for any period of time during which I am or engaged with such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my Internship or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.

4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my internship with PwC AC Bangalore.

5. I understand that this CIPA is not intended to and shall not be construed to constitute an express or implicit contract of internship for a specific duration of time and that my internship is and will at all times remain at-will.

6. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my internship with PwC AC Bangalore for any or no reason.

7. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

8. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

9. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

10. The CIPA shall be binding upon and inure to the benefit of PwC AC Bangalore and its affiliates, successors and assigns, and I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

11. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

12. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.



EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore's legitimate business purposes.

These legitimate business purposes include, without limitation:

(a) the submission of proposals to clients and potential clients of PwC AC Bangalore;

(b) the compilation of directories;

(c) the organization of security procedures;

(d) The processing of stipend and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:

(a) Identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other intern identification number, marital status;

(b) Internship-related data such as my stipend, job title, resumes, applications, copies of school, college and university diplomas, background verification information;

(c) financial information such as bank account numbers and tax related information; and

(d) Other information necessary to PwC AC Bangalore's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent internship with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation and health information. I agree to the collection, use, disclosure, processing and transfer, including cross-border transfer, of such information.

I have viewed the Privacy Policy Statement ("**Statement**") available on the PwC myKcurve/Ethics & Compliance/Advisory International Subsidiaries – Our Standards site and have reviewed the statement and acknowledge that I am aware of its contents.

I understand and agree that relevant Personal Data are transferred or shared:

(a) Among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my internship relationship with PwC AC Bangalore;

(b) with other individuals joining PwC AC Bangalore and using PwC on-line tools for on-boarding purposes; and

(c) To third parties assisting PwC AC Bangalore in the administration and management of my internship relationship with PwC AC Bangalore, including without limitation, payroll management companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of the India or my country of origin and/or residence.



I understand that PwC AC Bangalore or any third party to whom PwC AC Bangalore has transferred my Personal Data as stated above will be required to share my Personal Data with (a) Governmental authorities upon receipt of a request by PwC AC Bangalore or such third party from such governmental authority;

(b) any third party, if required under any applicable laws, rules or regulations.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I hereby authorize PwC AC Bangalore and the appointed agencies to use my photographs and the information provided by me for internship purposes, for any business activities and corporate social events.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.



Exhibit E

Past Employment Related Obligations

This is with reference to the Internship Offer Letter and Terms and Conditions of Internship Agreement issued to me by PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited ("**PwC AC**"), which were duly accepted by me and constitute my internship agreement with PwC AC ("**Internship Agreement**").

I hereby represent, warrant, confirm and reiterate to PwC AC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being an intern with PwC AC or fully performing any of my duties under the Internship Agreement or engaging in any activity that I am required or expected to perform in connection with my internship with PwC AC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC AC, bringing it into PwC AC's premises, using it in the performance of my duties for PwC AC or inducing PwC AC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my internship with PwC AC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC AC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my internship with PwC AC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my internship terms with PwC AC and is to be read in conjunction with my Internship Agreement.

{{Sig_es_:signer2:signature}}

Chowthri Vikash Ayyasamy

REF.: GET 2024/ELECTRICAL/PTD-LTGET24103/21726

27TH MAY 2024

**Mr. AARAVAMUDHAN G
COIMBATORE INSTITUTE OF TECHNOLOGY
CONTACT NO. 9043877655**

Dear Sir,

Sub: Appointment as Graduate Engineer Trainee

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as Graduate Engineer Trainee. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training and initial orientation program at **Chennai** on **01st July 2024**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester / final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact **Mr. Harihararaj / 8939123047/ harihararaj.r@Lntecc.com**.

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(HEMAMALINI RAMACHANDRAN)
HEAD - TA (DOMESTIC) & TM
POWER TRANSMISSION & DISTRIBUTION IC**

REF.: GET 2024/ELECTRICAL/PTD-LTGET24103/21726

27TH MAY 2024

Mr. AARAVAMUDHAN G
COIMBATORE INSTITUTE OF TECHNOLOGY
CONTACT NO. 9043877655

Dear Sir,

Sub: Appointment as Graduate Engineer Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and
- (b) Being found medically fit by the Company's Doctor.

1. Your period of training will be for twelve months from the date you report for training.
2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410/- P.M
TOTAL	40710/- P.M	39910/- P.M

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

On successful completion of your training and confirmation in our services you will be paid a one-time lump Sum amount of **₹ 60,000/-**. Refer **Annexure - II**.

You are also eligible to get Leave Travel Assistance **₹ 21,000/-** after the completion of eleven months of your training period.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.
5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.

Mr. AARAVAMUDHAN G

7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
 - i. Breach of any of the conditions of this agreement;
 - ii. Any misconduct on your part;
 - iii. Failure to carry out any of your duties and obligations;
 - iv. Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **L&T Construction - Power Transmission & Distribution IC**. We will be intimating you regarding your place of posting and joining formalities in due course. Please note that requests for extension in joining time will not be entertained. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting.

Mr. AARAVAMUDHAN G

17. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
18. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
19. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society. Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.
20. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
21. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.
22. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.
23. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal / disclose / disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment.

Mr. AARAVAMUDHAN G

You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

24. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

25. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company.

You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester / final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)

Mr. AARAVAMUDHAN G

- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

All communications/notices should be addressed to **HR Department, Power Transmission & Distribution IC, L&T Construction, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India .**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(Dr. K N AJITH)
HEAD - HUMAN RESOURCES
POWER TRANSMISSION & DISTRIBUTION IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Signature)

Date:

ANNEXURE - I
LARSEN & TOUBRO LIMITED
Leave Rules for Graduate Engineer Trainee

1. General Guidelines:

- a. Leave will be calculated from the date of joining for the traineeship period.
- b. Trainees can login to the MyTime system to check for respective leave balances and to apply for leave accordingly. The system log-in details will be shared at the time of joining.
- c. Weekly-offs and/or Paid Holidays falling in between Leave availed (PL/CL/SL) will not be counted as Leave.
- d. Leave (PL/CL/SL) availed can be both prefixed and/or suffixed with weekly offs/holidays.
- e. The training period will be extended, if for any reason, the attendance of the trainee falls short of 240 working days per annum.

2. Privilege Leave (PL):

- a. Trainees will be eligible for **19 working days** of Privilege Leave (PL) for the entire traineeship period.
- b. PL will be credited after 11 months of traineeship period.
- c. Trainees can avail advance PL to the extent of PL accrued during the traineeship period.
- d. Trainees can avail a minimum of half day PL.
- e. On transfer to another location, trainees will follow the leave rules applicable to the new location.
- f. A maximum of 7 days PL can be accumulated and carried forward. The remaining unconsumed PL will be automatically encashed at the end of the traineeship period.

3. Casual Leave (CL) (excluding 5-day work week):

- a. Trainees are eligible for **7 working days** Casual Leave (CL) from the date of joining for the entire training period.
- b. CL is not applicable to trainees based in locations observing a 5-day work schedule.
- c. Trainees can avail a minimum of half day and not more than 3 days CL at a time.
- d. Trainees can both prefix and/or suffix and sandwich CL to/between weekly offs / holidays, subject to the condition that the total absence does not exceed 5 days.
- e. CL cannot be combined with any other type of leave.
- f. Unconsumed CL will lapse at the end of the traineeship period.

4. Sick Leave (SL):

- a. Sick leave will be granted solely at the discretion of the Management.
- b. Trainees can apply for 1 day SL up to a maximum of 2 occasions in a year without producing a medical certificate.
- c. SL for more than 1 day when applied, should be supported by a medical certificate from Registered Medical Practitioner.
- d. Sick Leave for more than 7 consecutive days will also need to be approved by the Company's Medical Officer.

ANNEXURE - II L&T CONSTRUCTION

GET Compensation Structure				
Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
Monthly Components (A)				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
Sub Total (A)	40,710	4,88,520	43,070	5,16,840
Statutory Components (B)				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
Sub Total (B)	1,860	22,320	1,860	22,320
Annual Components (C)				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
Sub Total (C)	6,750	81,000	6,750	81,000
Medical Insurance and other Benefits	717	8,600	2,967	35,600
Sub Total (D)	717	8,600	2,967	35,600
Total CTC	₹ 50,037	₹ 6,00,440	₹ 54,647	₹ 6,55,760

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.



LARSEN & TOUBRO LIMITED

CODE OF CONDUCT

FOR

**S & E AND COVENANTED
OFFICERS**

2020

INDEX

I	PREAMBLE	3
II	APPLICABILITY	3
III	CODE OF CONDUCT	3
i)	Honesty, Integrity & Ethics	3
ii)	Respect for Individuals	3
iii)	Customer Need & Stakeholder Value	4
iv)	Fair Competition and Anti -trust	5
v)	Sharing of Official Information	4
vi)	Maintaining Confidentiality	5
vii)	Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)	5
viii)	Professional Engagement & Public Advocacy	6
ix)	Use of Company Assets & Brand Logo	6
x)	Intellectual Property	8
xi)	Social Media Code of Conduct	8
xii)	Use of Information Technology	10
xiii)	Working Environment & Dress Code Policy	10
xiv)	Environment, Health & Safety (EHS)	10
xv)	Respect for Human Rights	11
xvi)	Sustainability	11
xvii)	Corporate HR Policy	11
xviii)	Risk Management Framework Including Tax Risk Management Policy	12
xix)	Prohibited Items	12
xx)	Anti-bribery	12
xxi)	Gift Policy	13
xxii)	Information Security	13
xxiii)	And Finally	14
IV	MECHANISM FOR IMPLEMENTATION AND MONITORING	14
V	ECOM DISCLOSURE	14
VI	REVIEW & AMENDMENT	14
VII	NON - COMPLIANCE	14
Annexure	MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS	

I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

III. CODE OF CONDUCT

i). Honesty, Integrity, Ethics

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

ii). Respect for Individuals

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

iii). Customer Need and Stakeholder Value

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

iv). *Fair Competition and Anti-trust*

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

v). *Sharing of Official Information*

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). *Maintaining Confidentiality*

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). *Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)*

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

viii). Professional Engagement & Public Advocacy

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

ix). Use of Company Assets & Brand Logo

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click here for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

x). Intellectual Property

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

xi). Social Media Code of Conduct

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

1. Responsibility:

- a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
- b) They should not use the L&T logo or trademarks as their display pictures / images
- c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
- d) They should avoid anonymous postings

2. What can be posted on social media:

- a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

xii). Use of Information Technology

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

xiii). Working Environment & Dress Code Policy

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

xiv). Environment, Health & Safety (EHS)

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements

- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

xv). *Respect for Human Rights*

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

xvi). *Sustainability*

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

xvii). *Corporate HR policy*

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy

xviii). Risk Management Framework Including Tax Risk Management Policy

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

xix). Prohibited Items

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

xx). Anti-Bribery

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

xxi). Gift Policy

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A “**gift**” also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

xxii). Information Security

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder’s information.

Please click [here](#) for the policy.

xxiii) And Finally

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

IV. MECHANISM FOR IMPLEMENTATION AND MONITORING

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the [Reporting Matrix](#) which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1st Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1st Level Reporting Authority itself, then it should be reported to the 2nd Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

V. ECOM DISCLOSURE

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

VI. REVIEW & AMENDMENT

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

VII. NON-COMPLIANCE:

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS				
SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct (Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited Items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBIC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CMBC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBIC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@larsentoubro.com.			

(Signature)



LARSEN & TOUBRO

Larsen & Toubro Limited, Construction
Power Transmission & Distribution
Mount Poonamallee Road,
Marapakkam, P.B.No.979,
Chennai - 600 089, INDIA
Tel : +91-44-2252 8000, 2252 8000
Fax : +91-44-2270 5482
www.Lntecc.com

REF.: GET 2024/ELECTRICAL/PTD-LTGET24103/21901

27th MAY 2024

Mr. BALAMURUGAN SAKTHIVEL
COIMBATORE INSTITUTE OF TECHNOLOGY
CONTACT NO. 9345802738

Dear Sir,

Sub: Appointment as Graduate Engineer Trainee

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as Graduate Engineer Trainee. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training and initial orientation program at **Chennai** on **01st July 2024**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents:

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester / final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)
- 2 Passport size photographs (Mandatory photo should be taken in business formal in white background for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact **Mr. Harihararaj / 8939123047 / harihararaj.r@Lntecc.com**.

Yours Faithfully,
for LARSEN & TOUBRO LIMITED

(HEMAMALINI RAMACHANDRAN)
HEAD - TA (DOMESTIC) & TM
POWER TRANSMISSION & DISTRIBUTION IC

27th MAY 2024

REF.: GET 2024/ELECTRICAL/PTD-LTGET24103/21901

Mr. BALAMURUGAN SAKTHIVEL
COIMBATORE INSTITUTE OF TECHNOLOGY
CONTACT NO. 9345802738

Dear Sir,

Sub: Appointment as Graduate Engineer Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- Your passing the final Degree Examination in FIRST attempt and
 - Being found medically fit by the Company's Doctor.
- Your period of training will be for twelve months from the date you report for training.
 - During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
 - During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410/- P.M
TOTAL	40710/- P.M	39910/- P.M

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/P.M.

On successful completion of your training and confirmation in our services you will be paid a one-time lump sum amount of ₹ 60,000/-. Refer **Annexure - II**.

You are also eligible to get Leave Travel Assistance ₹ 21,000/- after the completion of eleven months of your training period.

- Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.
- Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
- Tax Liability:** Income Tax Liability, if any, will be borne by you.

Mr. BALAMURUGAN SAKTHIVEL

7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
 - i. Breach of any of the conditions of this agreement;
 - ii. Any misconduct on your part;
 - iii. Failure to carry out any of your duties and obligations;
 - iv. Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.

12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **L&T Construction - Power Transmission & Distribution IC**. We will be intimating you regarding your place of posting and joining formalities in due course. Please note that requests for extension in joining time will not be entertained. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting.



LARSEN & TOUBRO

Larsen & Toubro Limited, Construction
Power Transmission & Distribution
Mount Poonamallee Road
Manipalakkam, T-8, Sec. 379,
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Fax : +91-44-2270 5452
www.lntsec.com

Mr. BALAMURUGAN SAKTHIVEL

17. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
18. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
19. **Code of Conduct:** You shall abide by the internal regulations specified in the company's "Code of Conduct" inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and/or other policies which may become applicable from time to time. Any violation/breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society. Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.
20. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
21. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.
22. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination. In case you are engaged by the Company in the development and use of any computer programmes.
Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.
23. **Non-disclosure of confidential information and trade secrets:** You shall not, except as authorized, reveal / disclose / disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment.

Mr. BALAMURUGAN SAKTHIVEL

You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

24. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

25. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company.

You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester / final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)

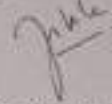
Mr. BALAMURUGAN SAKTHIVEL

- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background for Men - Blazer and tie & Women - formal office wear),
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

All communications/notices should be addressed to **HR Department, Power Transmission & Distribution IC, L&T Construction, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India**.

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

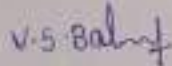
**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(Dr. K N AJITH)
HEAD - HUMAN RESOURCES
POWER TRANSMISSION & DISTRIBUTION IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.


(Signature)

Date: 29/05/2024

ANNEXURE - I
LARSEN & TOUBRO LIMITED
Leave Rules for Graduate Engineer Trainee

1. General Guidelines:

- Leave will be calculated from the date of joining for the traineeship period.
- Trainees can login to the MyTime system to check for respective leave balances and to apply for leave accordingly. The system log-in details will be shared at the time of joining.
- Weekly-offs and/or Paid Holidays falling in between Leave availed (PL/CL/SL) will not be counted as Leave.
- Leave (PL/CL/SL) availed can be both prefixed and/or suffixed with weekly offs/holidays.
- The training period will be extended, if for any reason, the attendance of the trainee falls short of 240 working days per annum.

2. Privilege Leave (PL):

- Trainees will be eligible for **19 working days** of Privilege Leave (PL) for the entire traineeship period.
- PL will be credited after 11 months of traineeship period.
- Trainees can avail advance PL to the extent of PL accrued during the traineeship period.
- Trainees can avail a minimum of half day PL.
- On transfer to another location, trainees will follow the leave rules applicable to the new location.
- A maximum of 7 days PL can be accumulated and carried forward. The remaining unconsumed PL will be automatically encashed at the end of the traineeship period.

3. Casual Leave (CL) (excluding 5-day work week):

- Trainees are eligible for **7 working days** Casual Leave (CL) from the date of joining for the entire training period.
- CL is not applicable to trainees based in locations observing a 5-day work schedule.
- Trainees can avail a minimum of half day and not more than 3 days CL at a time.
- Trainees can both prefix and/or suffix and sandwich CL to/between weekly offs / holidays, subject to the condition that the total absence does not exceed 5 days.
- CL cannot be combined with any other type of leave.
- Unconsumed CL will lapse at the end of the traineeship period.

4. Sick Leave (SL):

- Sick leave will be granted solely at the discretion of the Management.
- Trainees can apply for 1 day SL up to a maximum of 2 occasions in a year without producing a medical certificate.
- SL for more than 1 day when applied, should be supported by a medical certificate from Registered Medical Practitioner.
- Sick Leave for more than 7 consecutive days will also need to be approved by the Company's Medical Officer.

ANNEXURE - II L&T CONSTRUCTION

GET Compensation Structure

Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
Monthly Components (A)				
Salary	11,500	1,38,000	13,500	1,62,000
Fixed Pay	25,310	3,03,720	24,410	2,92,920
Site Compensatory Allowance			1,160	13,920
Sub Total (A)	40,710	4,41,720	43,670	5,18,840
Statutory Components (B)				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
Sub Total (B)	1,860	22,320	1,860	22,320
Annual Components (C)				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	3,000	36,000	3,000	36,000
Sub Total (C)	4,750	57,000	4,750	57,000
Medical Insurance and other Benefits	717	8,600	2,987	35,840
Sub Total (D)	717	8,600	2,987	35,840
Total CTC	₹ 50,037	₹ 6,00,440	₹ 54,847	₹ 6,55,760

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.



LARSEN & TOUBRO LIMITED

CODE OF CONDUCT

FOR

**S & E AND COVENANTED
OFFICERS**

2020

INDEX

I	PREAMBLE	3
II	APPLICABILITY	3
III	CODE OF CONDUCT	3
i)	Honesty, Integrity & Ethics	3
ii)	Respect for Individuals	3
iii)	Customer Need & Stakeholder Value	4
iv)	Fair Competition and Anti-trust	5
v)	Sharing of Official Information	4
vi)	Maintaining Confidentiality	5
vii)	Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)	5
viii)	Professional Engagement & Public Advocacy	6
ix)	Use of Company Assets & Brand Logo	6
x)	Intellectual Property	8
xi)	Social Media Code of Conduct	8
xii)	Use of Information Technology	10
xiii)	Working Environment & Dress Code Policy	10
xiv)	Environment, Health & Safety (EHS)	10
xv)	Respect for Human Rights	11
xvi)	Sustainability	11
xvii)	Corporate HR Policy	11
xviii)	Risk Management Framework Including Tax Risk Management Policy	12
xix)	Prohibited Items	12
xx)	Anti-bribery	12
xxi)	Gift Policy	13
xxii)	Information Security	13
xxiii)	And Finally	14
IV	MECHANISM FOR IMPLEMENTATION AND MONITORING	14
V	ECOM DISCLOSURE	14
VI	REVIEW & AMENDMENT	14
VII	NON - COMPLIANCE	14
Annexure	MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS	

I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

III. CODE OF CONDUCT

i). Honesty, Integrity, Ethics

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

ii). Respect for Individuals

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

iii). Customer Need and Stakeholder Value

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

iv). Fair Competition and Anti-trust

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

v). Sharing of Official Information

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). Maintaining Confidentiality

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

viii). Professional Engagement & Public Advocacy

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

ix). Use of Company Assets & Brand Logo

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click [here](#) for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

x). Intellectual Property

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

xi). Social Media Code of Conduct

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

1. Responsibility:

- a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
- b) They should not use the L&T logo or trademarks as their display pictures / images
- c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
- d) They should avoid anonymous postings

2. What can be posted on social media:

- a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

xii). Use of Information Technology

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

xiii). Working Environment & Dress Code Policy

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

xiv). Environment, Health & Safety (EHS)

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements

- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy .

xv). *Respect for Human Rights*

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

xvi). *Sustainability*

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

xvii). *Corporate HR policy*

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy

xviii). Risk Management Framework Including Tax Risk Management Policy

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)
[Internal Controls](#)
[Risk Management Policy](#)

xix). Prohibited Items

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

xx). Anti-Bribery

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

xxi). Gift Policy

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A "gift" also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

xxii). Information Security

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder's information.

Please click [here](#) for the policy.

xxiii) And Finally

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes

IV. MECHANISM FOR IMPLEMENTATION AND MONITORING

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the Reporting Matrix which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1st Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1st Level Reporting Authority itself, then it should be reported to the 2nd Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

V. ECOM DISCLOSURE

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis.

VI. REVIEW & AMENDMENT

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

VII. NON-COMPLIANCE

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS

Sl No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct (Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBC		@
3	Breach of Confidentiality/Intellectual Property Sharing Trade secrets and confidential information	WBC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	ICHR	CHR	#
6	Breach of information security	DH/ICHR	CHR	#
7	Use of prohibited items like drugs, weapons, etc.	WBC		@
8	Sexual Harassment	ICC		
Sl No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CBMC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@kanamtoours.com .			

V. S. Balaji

(Signature)



Private and Confidential

17 July 2024

Chowthri Vikash Ayyasamy

Dear Chowthri Vikash

This is in reference to your engagement as an Apprentice with **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited (Company/Firm)**.

We are pleased to welcome you as an **Apprentice** in the Advisory Line of Service in the Company. This letter sets out the terms and conditions governing the Company's association with you in addition to the Apprentice Offer Letter and shall be considered as an integral part of the Apprentice Offer Letter (Apprentice Offer Letter and this Letter shall be collectively referred to as "**Apprentice Agreement/Agreement**"). You are also required to comply with all policies and procedures of the Company including but not limited to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time as well as the policies referred to in Exhibit A and Exhibit B of this letter. Your work location will be Hyderabad. Reporting lines and location are subject to change depending on business requirements. Your internal designation with the Company shall be Associate Trainee

1. Definition and References

- a. Chowthri Vikash Ayyasamy (C000009999739) also referred to as "you".
- b. **Company Name: PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited** All references to "we" "us" or "AC / Firm/Company" refers to **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited**.
- c. Apprenticeship training shall be referred to as "Training", "On the job training", "Apprenticeship".

2. Duration of the Apprenticeship Agreement Your Apprenticeship will commence on 22 August 2024 as stated in the Apprentice Offer Letter and shall end on 22 August 2025

Subject to your performance/suitability during your Apprenticeship, Company may consider to absorb you as a full time employee of the Company. For avoidance of any doubt, your absorption as a full time employee shall be solely at the discretion of the Company.

Your absorption as a full time employee is also subject to successful completion of the qualifying examination and submission of the necessary mark-sheets. It is recommended that you submit the necessary documents/ certificates of your qualification within 6 months from the date of start of your apprenticeship.



3. **Payment of Stipend:** You will receive during this period a consolidated stipend of **Rs. 50,000 /-** (Fifty Thousand Only) per month, subject to income tax deduction at source, as governed by the Income Tax Act, 1961 including any amendments thereof. Your stipend is personal to you and you are required to ensure that confidentiality of the stipend information is maintained. The Company will make the payment directly to your Bank account.
4. **Working Hours:** You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your training responsibilities. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for proper discharge of your duties and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.
5. **Warranties:** You agree to undergo your training with all due diligence, efficiency and in accordance with generally accepted professional techniques and practices and policies of the Company.
6. **Background Verification:** Your Apprenticeship with the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly 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 biodata with the Company or in the declarations made by you in the Apprenticeship Agreement, your Apprenticeship is liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.
7. **Termination:** This Agreement shall stand terminated on the occurrence of any of the following events:
- Full and final discharge of all the obligations of the parties hereunder; or
 - This Contract is for a fixed period as mentioned in clause 2 and shall automatically expire on its expiry unless expressly extended in writing with your concurrence.
 - If you are absorbed as a full time employee and an employment letter is executed by you and the Company.
 - If you are otherwise in default of any term of the contract notwithstanding anything contrary contained anywhere else in this Agreement, either Party can terminate this agreement by serving a 30 days notice period by making an application to the Apprenticeship Adviser to terminate this



Agreement. After considering the contents of the aforesaid application if any, filed by the other party, the Apprenticeship Adviser may, by order in writing, terminate the Agreement, if he/she is satisfied that the parties to the Agreement or any of them have or has failed to carry out the terms and conditions of the Agreement and it is desirable in the interests of the parties or any of them to terminate the same

On discontinuation of this Agreement for any reason 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 clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract there from. In case of any breach of confidentiality covenant, either during or after the termination of this Agreement with the Company, you agree to be personally liable to our clients or third parties.

The Company reserves the right to terminate your Apprenticeship forthwith if you are found to be engaged in any of the following conducts :

- (i) acts of fraud, dishonesty or misconduct involving moral turpitude;
- (ii) commission or conviction of any criminal offense;
- (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;
- (iv) material failure to adhere to the Company's corporate codes, policies or procedures;
- (v) continued failure to meet performance standards as determined by the Company;
- (vi) a breach or threatened breach of any material provision of the Apprenticeship Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with a written notice provided that no notice and cure period will be provided if the breach cannot be cured;
- (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation, the duty of loyalty.
- (vii) Any violation of the policies and procedures of the Company including but not limited to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time.

- 8. Return of Property:** Upon termination of training, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.



9. Covenants: Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the end date of your apprenticeship, canvass, solicit, interfere with or entice away any person, company or corporation who has, at any time during your apprenticeship 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.

During the continuance of your training with the Company, it is a condition of your training that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the Segment Leader.

10. Severability: a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

11. Waiver: Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

12. Choice of Law & Jurisdiction: All disputes arising out of or in connection with the Apprenticeship Agreement or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of Courts at Hyderabad

13. Assignment and Beneficiaries: This Agreement only benefits and is binding on the parties and you may not assign your rights or duties under this Agreement without the express prior written consent of the Company. Company may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

14. Code of Conduct: The Code of Conduct policy addresses how Apprentice or employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at the internal portals. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.



15. Independence: As an Apprentice of **PricewaterhouseCoopers Service Delivery Center – (Bangalore)**

Private Limited a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial relationships. Industry regulators have set rules designed to enable PwC and its employees and apprentices to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting the Apprenticeship and its terms means you agree to and acknowledge that:

You are required to ensure all financial relationships of you and your immediate family are disclosed in Checkpoint. An Automated Investment Recording (AIR) program facilitates the process of maintaining your financial relationships and other financial relationships in Checkpoint with a direct feed from the depositories. You would need to provide necessary consent to avail the AIR program. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

- a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.
- b. Based on your role the Company may ask to dispose of a financial relationship or close out a financial relationship due to potential conflict with your work assignments, which could be on short notice and/or on terms that are disadvantageous to you and/or your immediate family. A condition of apprenticeship is that you agree to dispose of these financial relationships if requested by the Company. In specified circumstances, you may also be granted a waiver (aka dispensation) to hold the financial relationships provided there is no potential conflict with your client assignments and the conditions specified for such waiver are satisfied. If you have been granted a waiver, it would be your responsibility to ensure you do not work on the entity and /or its affiliates.
- c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requested by the Company.

Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing of /closing a not permitted restricted financial relationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will be



required to ensure complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre-hire independence check. You agree to provide any information requested by the Company to verify your declaration. After commencing employment with the Company, if it is later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

- 16. Confidentiality:** You shall be bound by the confidentiality terms as detailed out in Exhibit C of this letter.
- 17. Survival:** Clauses: 2,9 to 13,16 through and Exhibits C and D shall survive termination of the Apprentice Offer Letter or your training for any reason whatsoever.
- 18. Notices:** All notices, demands, and other communications hereunder shall be through email or in writing and shall be deemed to have been duly given if personally delivered or sent through registered post, or through speed post, or by overnight courier with package tracking capability as provided elsewhere in this Agreement, to the address set forth below. Either party may change the addresses set forth for it herein upon written notice thereof to the other.

Notices to Company Name: PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited.

Notices to

Chowthri Vikash Ayyasamy

4/1, Bethi chettiyar street, Alandurai, Coimbatore, Tamil Nadu, Coimbatore - 641101.

19. Other Terms

- 19.1** You, while training in the Company premises, in any office across the country, must at all times, while at work, compulsorily and mandatorily display the Company provided ID card. There can be no exception to this rule. You confirm to use your own ID access card for your entry / exit while on duty and avoid tailgating.
- 19.2** You agree to comply with the clean desk policy and ensure that your workspaces are clean and that all confidential material is securely locked away at the time of leaving the desk.
- 19.3** You confirm that if need be, you shall provide the clear confirmation whether you have any relationship or involvement with any client where you will provide services through the Company.
- 19.4** You also confirm that you have read the Anti Bribery Standard and that you shall comply with the same in connection with the performance of the assignment.
- 19.5** You may be entitled for a relocation benefit as per our policy and eligibility. The terms and conditions need to be discussed and agreed with the recruitment team prior to your joining and if applicable.



20. 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, company 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 conflicts of interest or breaches of confidentiality, you will not accept an appointment offered by a client or owner of the company 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 Company or your General Manager of such an offer.

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement.

For PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited.

Jatin Vijay
Jatin Vijay (Jul 17, 2024 16:34 GMT+5.5)
Authorized Signatory

Dated: 17 July 2024

Chowthri Vikash Ayyasamy

A. Chh. Vik.
Chowthri Vikash Ayyasamy (Jul 18, 2024 11:00 GMT+5.5)

Dated: 17 July 2024



EXHIBIT A

Equal Opportunity Policy

It is the policy of the Company to provide equal opportunity for all applicants, interns, apprentices and employees. The Company does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. The Company also makes reasonable accommodations for disabled employees/Apprentices. An apprentice who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the apprentice's request can be evaluated. The Company prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by the Company.

This policy applies to all areas of apprenticeship including, but not limited to, recruitment, recruitment advertising and/or other communications media, rates of pay and other compensation.

Each apprentice is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of apprenticeship. If an apprentice believes that he/she has been unlawfully discriminated against in an apprenticeship related matter, please direct your concerns to **the Director - HC** the Equal Employment Opportunity coordinator for the Company. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each apprentice asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to **the Director - HC** immediately.



EXHIBIT B

Anti-Harassment Policy

The Company prohibits sexual or other unlawful harassment of its employees, apprentice, interns, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits actions that are based on an employee's, apprentice or other person's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at the Company facilities and at other locations where our employees including interns and apprentices conduct business or socialize, such as client sites or at company or client sponsored business and social functions.

Sexual harassment is viewed as a form of conduct that undermines the integrity of the employment or apprenticeship relationship, as the case may be. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. The Company will not tolerate sexual harassment by anyone — supervisors, interns, employees, apprentice, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or apprenticeship as the case may be.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet



sites, or other correspondence with sexually suggestive content.

- Tangible employment or apprenticeship related decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

This policy also expressly prohibits behavior that harasses an intern, employee, apprentice or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an intern or employee's work performance or apprenticeship or in any way creates or contributes to an intimidating hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the Company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another intern, apprentice or employee of the Company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

The Internal Complaints Committee ("ICC") duly constituted by PwC AC under applicable law is available to investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

If you are aware of conduct by anyone – including those at any level – that may be unethical, illegal or inconsistent with PwC's Code of Conduct, Our Standards, values or policies – help is available. Talk to your Human Capital Team (HR) representative. You can also report your concerns to the Ethics Helpline, anonymously if you prefer at Bangalore/Hyderabad/Kolkata/Mumbai AC: 000-800-100-1555.

In response to a meritorious complaint, the Company will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment or apprenticeship as the case may be.



Every employee or intern or apprentice may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each intern or apprentice or employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the members of the ICC mentioned above.



EXHIBIT C

Confidentiality and Intellectual Property Agreement

As a material part of the consideration for my apprenticeship with the Company and the stipend that I shall receive during my apprenticeship, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement ("CIPA") is attached as an exhibit, I also agree to this CIPA's terms:

1.

- a) I will, both during my apprenticeship with the Company and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for the Company's sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by the Company to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my apprenticeship with the Company or the date I acquired knowledge of any Proprietary Information, whichever is earlier.
- b) I will not knowingly use for the benefit of, or disclose to any person employed or engaged by, the Company confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to the Company or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish the Company with a copy of said agreement.
- c) "**Proprietary Information**" as used in this CIPA means all information or material disclosed to or known to me as a consequence of my apprenticeship with the Company or any affiliate of the Company ("**affiliate**" includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of the Company), including, without limitation, third party information that the Company treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts,



software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, "know-how," tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees, interns, apprentice or any person engaged by the Company in any capacity and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.

- a) All Works (as defined below) shall belong exclusively to the Company and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be "works made in the course of your apprenticeship with the Company" or "works made for hire", under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and the Company shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to the Company as a work made for hire, I hereby irrevocably assign and transfer to the Company to the maximum extent permitted by law all rights, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against the Company or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to the Company all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized



by the Company in the scope of my apprenticeship. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that the Company or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by the Company or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. The Company shall have the unrestricted right to transfer and convey any or all of the Company's rights in or relating to the Works to any person or entity.

- b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in The Company e any of my rights in any inventions developed entirely on my own time without using the Company's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of the Company or the actual or demonstrably anticipated research or development of the Company, or result from any work that I performed for the Company.
- c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to the Company hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to and remain the sole property of the Company at all times.
- d) I will provide any assistance reasonably requested by the Company to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to the Company. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my apprenticeship in perpetuity, provided that the Company will compensate me at a reasonable rate for time actually spent performing such obligations at the Company's request after such termination. If the Company is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any



application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

e) "Works" means:

- I. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my apprenticeship with the Company (which term includes, for purposes of this entire definition, any affiliate of the Company), or which I conceived, developed, discovered, or made in whole or in part during my apprenticeship or relationship with the Company, and that relate to the business of the Company or its actual or demonstrably anticipated research or development,
 - II. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my apprenticeship with the Company, or which I conceived, developed, discovered, or made in whole or in part during my apprenticeship or relationship with the Company, and which are made through the use of any of the Company's or any the Company's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for the Company, and
 - III. any part or aspect of any of the foregoing.
 - IV. For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term the Company shall mean
 - a. The Company for any period of time during which I apprentice with the Company and
 - b. any affiliate of the Company for any period of time during which I am engaged with such affiliate.
3. I will return immediately to the Company all property of the Company and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my apprenticeship or whenever the Company



may otherwise require that such Proprietary Information and other property be returned.

4. I will comply, and do all things necessary to assist the Company to comply, with the laws and regulations of all governments under which the Company does business, and with the provisions of contracts between the Company and any such government or its contractors, or between the Company and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my apprenticeship with the Company.
5. I understand that this CIPA is not intended to and shall not be construed to constitute an express or implicit contract of apprenticeship for a specific duration of time and that my apprenticeship is and will at all times remain at-will.
6. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my apprenticeship with the Company for any or no reason.
7. The CIPA constitutes the entire agreement between the Company and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between the Company and me shall remain in full force and effect in accordance with its terms.
8. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.
9. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of the Company. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.
10. The CIPA shall be binding upon and inure to the benefit of the Company and its affiliates, successors and assigns, and I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of the Company. Without limiting the foregoing, the rights of the Company hereunder may be assigned in whole or in part without my consent to any of the Company's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.



11. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.
12. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause the Company and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that the Company and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.



EXHIBIT D

Consent Form

I acknowledge and agree that **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited** and its affiliates or related bodies corporate want to develop a global human resources database in support of Company's legitimate business purposes.

These legitimate business purposes include, without limitation:

- a) The submission of proposals to clients and potential clients of the Company;
- b) The compilation of directories;
- c) The organization of security procedures;
- d) The processing of stipend and the management of human resources.

I therefore understand and agree that the Company hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:

- a) Identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other apprentice identification number, marital status;
- b) apprenticeship-related data such as my stipend, job title, resumes, applications, copies of school, college and university diplomas, background verification information;
- c) Financial information such as bank account numbers and tax related information; and
- d) Other information necessary to the company's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent apprenticeship with the Company.

I understand that, unless allowed or required by laws and/or regulations, the Company does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation and health information. I agree to the collection, use, disclosure, processing and transfer, including cross-border transfer, of such information.

I have viewed the Privacy Policy Statement ("**Statement**") available on the PwC myKcurve/Ethics & Compliance/Advisory International Subsidiaries – Our Standards site and have reviewed the statement and acknowledge that I am aware of its contents.

I understand and agree that relevant Personal Data are transferred or shared:

- a) Among the Company affiliates for the purposes of, and in connection with, personnel administration, planning and management of my apprenticeship relationship with the Company;



- b) with other individuals joining the Company and using PwC on-line tools for on-boarding purposes; and
- c) To third parties assisting the Company in the administration and management of my apprenticeship relationship with the Company, including without limitation, payroll management companies, background verification providers and others that have entered into vendor program agreements with the Company for the provision of their services to the Company.

I also understand and agree that the Company hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from the Company either for a reasonable period of time or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both the Company affiliates and third parties, may be located in any country including any country outside of the India or my country of origin and/or residence.

I understand that the Company or any third party to whom the Company has transferred my Personal Data as stated above will be required to share my Personal Data with (a) Governmental authorities upon receipt of a request by the Company or such third party from such governmental authority; (b) any third party, if required under any applicable laws, rules or regulations.

I hereby consent to the collection, reception, possession, use, processing and transfer by the Company of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing the Company's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that the Company may not be held liable for any damages incurred by me as a result of the Company's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to Company other than in the electronic format, I acknowledge and agree that delays can occur in the processing by Company of this written request for modification and that additional Company employees and/or agents may have to access certain of my Personal Data for that purpose.

I hereby authorize the Company and the appointed agencies to use my photographs and the information provided by me for apprenticeship purposes, for any business activities and corporate social events.

I agree to promptly notify the Company in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.



I understand that I may, at any time, withdraw the consents hereby given to the processing by the Company and/or its agents of my Personal Data by notifying the Company in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits currently provided to me by the Company and/or the third parties selected by the Company to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of the Company, including the Protection of Personal Data Policy as this Policy can be modified from time to time at the Company's sole discretion.



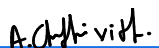
DECLARATION

By signing this letter, I hereby acknowledge and agree that I have carefully read and understood the above terms (including the Exhibits attached 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, Aadhar). I understand the same constitutes sensitive personal information and I authorize the Company to share them with third party agencies who are engaged by the Company.
- c) There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence/ convicted by a Court of competent jurisdiction nor any Disciplinary proceedings initiated against me by my respective Institute, wherever applicable) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Firm 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 willful 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.

Chowthri Vikash Ayyasamy


Chowthri Vikash Ayyasamy (Jul 18, 2024 11:00 GMT+5.5)

Date: 17 July 2024



Dear Dhevashree A S,

Welcome to the Bosch family.

We are excited to have you onboard and wish you lots of fun, luck and learning as you start your career with us at Bosch Global Software Technologies Pvt Ltd (BGSW).

BGSW is an established company with a young workforce. Our rich experience and reputation is backed by the freshness of ideas and innovation that our millennials bring to the table. Over two - thirds of our workforce comprises of youngsters like you who are curious, full of energy and always striving to do something new, something different and something which has a bigger impact. I am sure you will add to that impact and enjoy your time here at BGSW.

As you Embark on this journey, ask questions to yourself and to others around you. Don't let your curiosity die. Do not hesitate or hold back. Ask yourself today, "What am I here for? And what difference can I make to this organization?" Question yourself on "whether you can do it differently?". And when you have the right answers to these question, you will innovate.

With over 30,000+ associates at BGSW, the organization has a lot to offer – our values, learning and development opportunities, career development prospects, state-of-art labs and infrastructure, work-life balance and a swarm of opportunities to hone your entrepreneurial mindset. We have it all. You just need to grab it with both hands and make use of our different platforms available to you in the organization.

We wish you success, loads of fun and a wonderful enriching career here at BGSW. We once again welcome you to the Bosch family.

Looking forward to seeing you around BGSW.

Best regards

Fresher Hiring Engagement Team



Bosch Global Software Technologies Private Limited
(CIN: U72400KA1997PTC023164)
123, Industrial Layout, Hosur Road, Koramangala
Bengaluru 560095, INDIA
Tel +91 80 6657-5757
Fax +91 80 6657-1404
www.bosch-softwaretechnologies.com

Date : 20/12/2023

Letter of Intent

Dear Dhevashree A S
ID : 10198507

Hearty Congratulations!

This communication is in reference to your candidature that was evaluated as part of the BGSW Campus Recruitment for 2023-2024. We take immense pleasure in offering you the position of an **Associate Software Engineer** in our organization.

We have communicated your selection for Full Time Employment at BGSW to your college placement office during the campus recruitment drive.

Please confirm your choice (Offer Acceptance/Decline) via our Mbrace portal. Appreciate your response latest by three (3) days from receipt of this letter, failing which the Letter of Intent stands null and void.

You would receive the detailed **Offer Letter** later upon accepting our Letter of Intent.

Your annual CTC (Cost to Company) will be INR **7,00,000 LPA**

Additional details pertaining to your remuneration (CTC), benefits & policies will be mentioned in your detailed appointment letter which will be issued before your joining date.

After joining the organization, you would undergo training for a period of three (3) months. During this training your assessment would be periodically evaluated.

It is mandatory for you to qualify as per the minimum prescribed performance standards, failing which the organization reserves the right to decide on the termination of your employment at any given point of time.

In the event you voluntarily decide to leave the organization during the training or before completing One (1) year of service from the date of your training completion, you shall be liable for payment of all expenses incurred by the organization for such training (s)

Please note that the standard training recovery policy is applicable for all the trainings you undertake in the organization.

Your journey towards attaining the best has just begun. Wishing you the very best as you stand on the threshold of your success!

Stay safe and healthy.

You can visit the FAQ link of the Mbrace portal for any clarifications.

Best regards,

Fresher Hiring Engagement Team

Registered Office: Bosch Global Software Technologies Private Limited - (CIN: U72400KA1997PTC023164)

(Formerly known as Robert Bosch Engineering and Business Solutions Pvt. Ltd.)

123, Industrial Layout, Hosur Road, Koramangala, Bengaluru - 560095, India

Managing Director : Mr. Dattatri Salagame

The symbol and the BOSCH logotype are registered trademarks of Robert Bosch GmbH, Germany

REF.: GET 2024/ELECTRICAL/CMB-LTGET24103/22013

29TH MAY 2024

Mr. GRIKSHITH K
COIMBATORE INSTITUTE OF TECHNOLOGY
EMAIL ID: KGRIKSHITH@GMAIL.COM
CONTACT NO. 7904744896

APPOINTMENT AS GRADUATE ENGINEER TRAINEE - 2024

With reference to the interview, you had with us, we have great pleasure in appointing you as a **Graduate Engineer Trainee (GET)** on the following terms and conditions:

1. Medical Fitness and Academic Requirement:

The offer is inter alia subject to your

- Being found medically fit by the Company's authorized Doctor.
- Being qualified according to all the Eligibility criteria as communicated during the selection process.
- Completion of all the academic requirements for B.E. / B. Tech. course.

2. Period of Training:

The Period of training will be for **One year** from the date of commencement of training.

Your training commences on **01st July, 2024** with pre-joining activities on **30th June, 2024**. Accordingly, you are required to report at Mumbai on **30th June, 2024**. The accommodation for you during the Orientation program at Mumbai will be arranged by us and the details of the same will be shared with you separately. Travel to Mumbai and commute to the accommodation on arrival in Mumbai is required to be planned accordingly and will be at your own expense. The company will not reimburse any expenses incurred by you for travel to and arrival at the designated accommodation at Mumbai.

The cost of boarding and lodging at the accommodation, and subsequent conveyance from accommodation to L&T Campuses will be borne by the company.

You will be assigned to work in **L&T Construction & Mining Machinery Business and Industrial Machinery Business**.

During twelve months training period, you will diligently and faithfully carry out all directions and instructions issued to you by the Company, its officers, and representatives. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.

Please note that any request for extension in joining time / Change of Department or Division or Location will not be entertained.

After accepting our offer, if you do not report on the date of joining, this letter of appointment stands automatically withdrawn. However, the Company reserves its right to change the date of joining at any time.

The Company may, at its discretion, extend the period of training by such other period/s as it may deem fit based on the evaluation of your learning at any time during the said period. You may also note that the training period will not be reckoned as 'Service'.

Mr. GRIKSHITH K

3. Stipend & Allowances:

During the course of your training, the Company will pay you Stipend and Allowances as per details in **Annexure - I**. These allowances may vary depending on the location of your posting.

4. Absorption:

On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.

5. Provident Fund:

You will be eligible to join the "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" or any provident fund scheme as applicable to the Subsidiary and Associate company in which you are placed, under which at present the employee shall subscribe a sum equal to 12% of the monthly stipend and the Company contributes an equivalent amount.

6. Gratuity:

Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

7. Tax Liability:

Income Tax Liability, if any, will be borne by you.

8. Medical Benefits:

You will be eligible for medical benefits in accordance with the applicable Company's Scheme for your cadre.

9. Leave:

The eligibility for leave and the quantum thereof will be as per the "Leave rules" applicable to the unit / location to which you are assigned subject to the same being sanctioned. Refer **Annexure - II**.

10. Working Hours & Paid Holidays:

You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.

11. Conduct:

During the course of your training, you will carry out all directions and instructions issued to you by the Company, its officers and representatives. You will have to carry out your duties and obligations diligently and faithfully. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any other Location / including project sites / Department, Function, or Offices of the Company and / or its Associate / Subsidiary Companies. In such case you will be governed by the terms and conditions of service applicable to the new assignment. You shall not at any time engage in or be concerned with or be interested, directly or indirectly, in any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and / or its business.

Mr. GRIKSHITH K

Any Intellectual property created by you during the course of your training as Graduate Engineer Trainee employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

12. Termination of Appointment:

- a. Either party can terminate the contract of training hereunder by giving one month's notice in writing to the other, or an amount equivalent to stipend and allowances in lieu thereof. In event of your giving a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or will recover from you such amount from your dues towards the shortfall in notice period. In any event you will be required to complete the handing over process as may be reasonably required by the Company.
- b. The Company shall have the right to terminate this Appointment forthwith without any notice in the event of any of the following:
 - i. Breach of any of the conditions of this Appointment;
 - ii. Any misconduct on your part;
 - iii. Failure to carry out any of your duties and obligations;
 - iv. Unauthorized absence from or abstaining from attendance during the training period;
 - v. If in the sole discretion of the Company, your continued association is / will be detrimental to the interests of the Company.

Provided further that, in the event of termination under Clause 12(b), the trainee shall not be entitled to payment of any stipend, benefits, or allowances except the statutory dues under applicable law.

13. Confidentiality:

- a. You are required to treat, as 'strictly confidential' the affairs of the Company and its customers, of which you may be cognizant. The confidentiality has to be maintained particularly about drawings, quotations, specifications and other manufacturing information, which you may have access to.
- b. You will treat the terms of this Appointment as confidential.

14. Code of Conduct:

You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and / or other policies which may become applicable from time to time. Any violation / breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanours, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.

Mr. GRIKSHITH K

15. Disputes & Arbitration:

Any dispute or difference or claim arising in connection with this Appointment shall be resolved by reference to arbitration through a mutually agreed sole Arbitrator. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 and any amendments made thereto. The language of arbitration shall be English. Each of L&T or the Trainee / Employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Trainee / Employee may in its discretion deem fit. The venue of arbitration shall be at Mumbai and the Courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.

16. Non-disclosure of confidential information and trade secret:

You shall not, except as authorised, reveal / disclose / disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and / or dealings or any information concerning the businesses, finances, external and internal transactions of the company and / or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and / or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and / or the transactions of the company and / or its affiliates / associates / group companies which may come to your knowledge and / or possession by virtue of his employment with the company for any purpose other than for the benefit of the company.

You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and / or placed in your possession by virtue of and / or during the course of your employment with the company.

17. Non-competition restriction:

You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialised. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination / retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

Mr. GRIKSHITH K

18. Non-Solicitation and Non-Poaching:

You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and / or any of its subsidiaries' and / or affiliates' and / or group companies' personnel to leave the employment of the company and / or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the company.

19. Accommodation:

The Company may provide (depending on availability) shared-bachelor accommodation from date of joining for a maximum period of 11 months or till date of your completion of training whichever is earlier.

20. Joining:

Your training commences on **01st July, 2024** with pre-joining activities on **30th June, 2024**. Accordingly, you are required to report at Mumbai on **30th June, 2024**.

On the date of your reporting for duty, please bring with you the following documents in original and a set of photocopies:

- A. S.S.L.C (10th Std) Certificate and Mark sheet
- B. H.S.C (12th Std) Certificate and Mark sheet
- C. Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years - [Attested copies of degree certificate and final year/semester mark sheets should be forwarded to us within 3 months of your joining]
- D. Course Completion Certificate (if your final semester / final year result is not declared)
- E. Good Conduct certificate issued by the College
- F. Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)

In addition to the above please also bring following:

- G. Two recent Passport size photographs [photo should be mandatorily taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear)]
- H. A Self-certified copy of your **PAN Card**
- I. A Self-certified copy of your **Aadhaar Card**
- J. Name of your Bank, IFSC Code, bank Account Number where your stipend & allowances have to be credited

Mr. GRIKSHITH K

21. All communications / notices should be addressed to **Ms. Innocentia Vanitha S D, Asst. General Manager - IC HR, Larsen & Toubro Limited, Construction & Mining Machinery Business and Industrial Machinery Business.**

22. Acceptance Letter:

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 5 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

23. You will keep us informed of your local / contact address & Email ID whenever there is any change.

We welcome you to our company and look forward to a long and fruitful association with you.

**Yours Faithfully
for LARSEN & TOUBRO LIMITED**



**(KASI VISWANATH K)
HEAD-HUMAN RESOURCES
L&T - CONSTRUCTION & MINING MACHINERY BUSINESS
INDUSTRIAL MACHINERY BUSINESS**

I have read, understood and accept the terms and conditions herein and affix my signature hereunder in confirmation of acceptance of my appointment.

K. Grikshith
(Signature)

Date: **01/06/2024**

In case of any clarification, kindly contact

Name : Innocentia Vanitha S D

Contact No : 9840390975

E-mail ID : Innocentia.vanitha@larsentoubro.com



CIT PLACEM... 02/09/2023

to citplacementcse202... ▾



Dear students,

We are glad to inform you that the following student has secured an **Internship +Full time offer at TATA ELXSI.**

S NO	REG NO	NAME OF THE CANDIDATE	DEPARTME NT
1	2004018	KESAV M	B.E ECE
2	2004016	KAVIYA S	B.E ECE
3	2005040	SAMUEL LALAWMPUIA	B.E CSE
4	2003025	NASIHA THASNEEM M	B.E EEE
5	2003051	VITHUN S B	B.E EEE
6	1932009	DHARSHINI M	MSC DS
7	1934019	KISHORE S	MSC AIML
8	1931019	MIDHUN CHAKKARAVARTHY K	MSC SS
9	1932019	KEERTHANA S	MSC DS

Best Regards,

Dr.P.Muthusubramaniam,

Assistant Placement Officer,

Phone number: 9585594320,

Coimbatore Institute of Technology,

Coimbatore - 641014.

You received this message because you are subscribed to the Google Groups "EEE" group. To unsubscribe from this group and stop receiving emails from it, send an email to

citolacementeee2024+



⏪ ▾ Reply all





Tata Elxsi - Communication

2024 Batch | Pre-Onboarding

Assessment Inbox



Sanjana 4 Jun

to me



THIS MAIL COMMUNICATION IS ONLY FOR YOU. DO NOT FORWARD THE MAIL.

Script your Future



TATA ELXSI

Power to a Billion possibilities



Dear Nandha Thangaraj M,

We thank you for the comprehensive support during the campus recruitment and keen interest in becoming a family to Tata Elxsi, home to a billion possibilities.

As you might have already been intimated by your placement officers, the communication below is regarding the onboarding process for all. We have amplified our onboarding process which follows below.

This year, Tata Elxsi has introduced a unique up-skilling self-training programme as a pre-onboarding activity, designed to discover your potential and to empower you with essential skills and knowledge that will not only benefit you personally but also contribute to the success of our company.

As understanding of the training programme:

1. You are given a self-training material in the link mentioned at the end of this mail.
2. The training material also includes assignments to check your preparedness.
3. You must study the assigned material/chapters and undergo an assessment on the dates intimated.
4. The company is prioritizing onboarding and joining dates for those candidates who meet or exceed the cut-off which will be pre-defined by the company.
5. You will get only 2 attempts to clear the assessment. Candidates failing to meet the cut-off in the first attempt will be provided an opportunity for a second assessment after a gap of 90 days.
6. Assessment dates will be announced by mid of July.
7. On the day of assessment, you are expected to be in your respective college campuses. Your placement officers have been intimated about the same.
8. While we stand by the offers we have made, joining dates will be completely guided by performance and clearance in the assessment.

Instructions to access our learning portal:

Step 1: Visit <https://www.general-litudies.com/login/index.php>

Step 2: Under 'Customer Login' section, key-in the username.

Username will be the first part of your email ID.

Eg. If your registered email ID is xyz12345@gmail.com then xyz12345 will be your Username.

Click on 'Forgot password?'

Step 3: Reset your password by submitting your Username or email address to which this email is sent.

Step 4: Login to your registered email account, check your inbox for email from 'Learning Central'.

Click on the link to reset the password. Reset your password.

In case if you don't find the email, check your spam folder for an email from 'Learning Central'.

Step 5: Once you login, go to the Home Page, select the E-Learning Course or Learning Path assigned to you, click on the 'Launch' button to start the course/Learning Path.

Step 6: The course will commence, watch the complete video(s). Select the checkbox towards the right side of the video link on completion. Some of the courses will have assessments, attempt these assessments. Completion status for the assessments will be automatic.

Please note: This assessment is mandatory for all the offered candidates.

Please feel free to reach out to me at sanjana@tataelxsi.com for any questions and queries with the 'Pre-Onboarding Assessment (Query)'.

Regards,

Sanjana Sridha

Senior Executive
TATA ELXSI

sanjana@tataelxsi.com



Onboarding



Script



Learning



Test



Reply



REF.: GET 2024/ELECTRICAL/WET-LTGET24103/21428

27TH MAY 2024

**Mr. MUSHTAQ AHAMED S
COIMBATORE INSTITUTE OF TECHNOLOGY
CONTACT NO. 7539988451**

Dear Sir,

Sub: Appointment as Graduate Engineer Trainee

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as Graduate Engineer Trainee. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training and initial orientation program at **Chennai** on **01st July 2024**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester / final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact **Ms. Olivia.A / 04461745940 / olivia.a@Lntecc.com**.

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(GAUTAM JAIN)
HEAD - TALENT ACQUISITION
WATER & EFFLUENT TREATMENT IC**

REF.: GET 2024/ELECTRICAL/WET-LTGET24103/21428

27TH MAY 2024**Mr. MUSHTAQ AHAMED S**
COIMBATORE INSTITUTE OF TECHNOLOGY
CONTACT NO. 7539988451

Dear Sir,

Sub: Appointment as Graduate Engineer Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and
- (b) Being found medically fit by the Company's Doctor.

1. Your period of training will be for twelve months from the date you report for training.
2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410/- P.M
TOTAL	40710/- P.M	39910/- P.M

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

On successful completion of your training and confirmation in our services you will be paid a one-time lump Sum amount of **₹ 60,000/-**. Refer **Annexure - II**.

You are also eligible to get Leave Travel Assistance **₹ 21,000/-** after the completion of eleven months of your training period.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.
5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.

Mr. MUSHTAQ AHAMED S

7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
 - i. Breach of any of the conditions of this agreement;
 - ii. Any misconduct on your part;
 - iii. Failure to carry out any of your duties and obligations;
 - iv. Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **Water Effluent & Treatment IC, L&T Construction**. We will be intimating you regarding your place of posting and joining formalities in due course. Please note that requests for extension in joining time will not be entertained. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting.

Mr. MUSHTAQ AHAMED S

17. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
18. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
19. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society. Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.
20. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
21. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.
22. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.
23. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal / disclose / disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment.

Mr. MUSHTAQ AHAMED S

You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

24. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

25. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company.

You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester / final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)

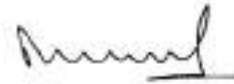
Mr. MUSHTAQ AHAMED S

- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

All communications/notices should be addressed to **The Head-HR, Water & Effluent Treatment IC, 5th floor, TC-3 Tower B, L&T Construction, Mount Poonamallee Road, Manapakkam, P.B.No.979, Chennai-600089.**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(MUKESH KUMAR SINGH)
HEAD-HUMAN RESOURCES
WATER & EFFLUENT TREATMENT IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Signature)

Date:

ANNEXURE - I
LARSEN & TOUBRO LIMITED
Leave Rules for Graduate Engineer Trainee

1. General Guidelines:

- a. Leave will be calculated from the date of joining for the traineeship period.
- b. Trainees can login to the MyTime system to check for respective leave balances and to apply for leave accordingly. The system log-in details will be shared at the time of joining.
- c. Weekly-offs and/or Paid Holidays falling in between Leave availed (PL/CL/SL) will not be counted as Leave.
- d. Leave (PL/CL/SL) availed can be both prefixed and/or suffixed with weekly offs/holidays.
- e. The training period will be extended, if for any reason, the attendance of the trainee falls short of 240 working days per annum.

2. Privilege Leave (PL):

- a. Trainees will be eligible for **19 working days** of Privilege Leave (PL) for the entire traineeship period.
- b. PL will be credited after 11 months of traineeship period.
- c. Trainees can avail advance PL to the extent of PL accrued during the traineeship period.
- d. Trainees can avail a minimum of half day PL.
- e. On transfer to another location, trainees will follow the leave rules applicable to the new location.
- f. A maximum of 7 days PL can be accumulated and carried forward. The remaining unconsumed PL will be automatically encashed at the end of the traineeship period.

3. Casual Leave (CL) (excluding 5-day work week):

- a. Trainees are eligible for **7 working days** Casual Leave (CL) from the date of joining for the entire training period.
- b. CL is not applicable to trainees based in locations observing a 5-day work schedule.
- c. Trainees can avail a minimum of half day and not more than 3 days CL at a time.
- d. Trainees can both prefix and/or suffix and sandwich CL to/between weekly offs / holidays, subject to the condition that the total absence does not exceed 5 days.
- e. CL cannot be combined with any other type of leave.
- f. Unconsumed CL will lapse at the end of the traineeship period.

4. Sick Leave (SL):

- a. Sick leave will be granted solely at the discretion of the Management.
- b. Trainees can apply for 1 day SL up to a maximum of 2 occasions in a year without producing a medical certificate.
- c. SL for more than 1 day when applied, should be supported by a medical certificate from Registered Medical Practitioner.
- d. Sick Leave for more than 7 consecutive days will also need to be approved by the Company's Medical Officer.

ANNEXURE - II L&T CONSTRUCTION

GET Compensation Structure				
Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
Monthly Components (A)				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
Sub Total (A)	40,710	4,88,520	43,070	5,16,840
Statutory Components (B)				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
Sub Total (B)	1,860	22,320	1,860	22,320
Annual Components (C)				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
Sub Total (C)	6,750	81,000	6,750	81,000
Medical Insurance and other Benefits	717	8,600	2,967	35,600
Sub Total (D)	717	8,600	2,967	35,600
Total CTC	₹ 50,037	₹ 6,00,440	₹ 54,647	₹ 6,55,760

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.



LARSEN & TOUBRO LIMITED

CODE OF CONDUCT

FOR

**S & E AND COVENANTED
OFFICERS**

2020

INDEX

I	PREAMBLE	3
II	APPLICABILITY	3
III	CODE OF CONDUCT	3
i)	Honesty, Integrity & Ethics	3
ii)	Respect for Individuals	3
iii)	Customer Need & Stakeholder Value	4
iv)	Fair Competition and Anti -trust	5
v)	Sharing of Official Information	4
vi)	Maintaining Confidentiality	5
vii)	Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)	5
viii)	Professional Engagement & Public Advocacy	6
ix)	Use of Company Assets & Brand Logo	6
x)	Intellectual Property	8
xi)	Social Media Code of Conduct	8
xii)	Use of Information Technology	10
xiii)	Working Environment & Dress Code Policy	10
xiv)	Environment, Health & Safety (EHS)	10
xv)	Respect for Human Rights	11
xvi)	Sustainability	11
xvii)	Corporate HR Policy	11
xviii)	Risk Management Framework Including Tax Risk Management Policy	12
xix)	Prohibited Items	12
xx)	Anti-bribery	12
xxi)	Gift Policy	13
xxii)	Information Security	13
xxiii)	And Finally	14
IV	MECHANISM FOR IMPLEMENTATION AND MONITORING	14
V	ECOM DISCLOSURE	14
VI	REVIEW & AMENDMENT	14
VII	NON - COMPLIANCE	14
Annexure	MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS	

I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

III. CODE OF CONDUCT

i). Honesty, Integrity, Ethics

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

ii). Respect for Individuals

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

iii). Customer Need and Stakeholder Value

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

iv). *Fair Competition and Anti-trust*

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

v). *Sharing of Official Information*

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). *Maintaining Confidentiality*

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). *Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)*

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

viii). Professional Engagement & Public Advocacy

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

ix). Use of Company Assets & Brand Logo

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click here for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

x). Intellectual Property

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

xi). Social Media Code of Conduct

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

1. Responsibility:
 - a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
 - b) They should not use the L&T logo or trademarks as their display pictures / images
 - c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
 - d) They should avoid anonymous postings
2. What can be posted on social media:
 - a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

xii). *Use of Information Technology*

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

xiii). *Working Environment & Dress Code Policy*

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

xiv). *Environment, Health & Safety (EHS)*

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements

- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

xv). *Respect for Human Rights*

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

xvi). *Sustainability*

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

xvii). *Corporate HR policy*

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy

xviii). Risk Management Framework Including Tax Risk Management Policy

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

xix). Prohibited Items

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

xx). Anti-Bribery

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

xxi). Gift Policy

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A “**gift**” also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

xxii). Information Security

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder’s information.

Please click [here](#) for the policy.

xxiii) And Finally

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

IV. MECHANISM FOR IMPLEMENTATION AND MONITORING

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the [Reporting Matrix](#) which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1st Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1st Level Reporting Authority itself, then it should be reported to the 2nd Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

V. ECOM DISCLOSURE

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

VI. REVIEW & AMENDMENT

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

VII. NON-COMPLIANCE:

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS				
SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct (Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited Items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBIC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CMBC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBIC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@larsentoubro.com.			

(Signature)



Date: June 01, 2024

Niranjan B
Candidate ID:C2024453
Coimbatore Institute of Technology

Dear Niranjan,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

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



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

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

TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company') from an effective start date of **August 23, 2024** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs, PAN etc. in due course and execute agreements, which include standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at people.interaction1@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,



Alokesh Das

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

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

Annexure 1

S.No	Particulars	2025	2026	2027	2028	CTC over 4 jumps
1	Total compensation on Joining till Dec 2025	5,00,000 (PA)				
2	1st Jump - Jan 2026 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2027 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2028 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

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Annexure 2

Documents required at the time of joining

We request you to submit two copies of the following documents:

- a. All educational certificates including mark sheets in full
- b. ID proof / Address proof: Passport & / Driver's license / Election ID Card
- c. Aadhaar Card
- d. Particulars of blood group and any medical allergies
- e. PAN card
- f. Recent passport sized photographs (four)

The Company reserves the right to request for any additional documents to be submitted along with the above on the Date of Joining or at any time during the term of employment.

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CIN: U74140KA2005PTC036309

Cameron Manufacturing India Private Limited - A SLB Company

3rd Floor, TIDEL Park,
Vilankurichi Road,
Coimbatore - 641 014, India.
Tel : +91 422 399 5000
Fax : +91 422 399 5001
cameron.slb.com



CIN: U29120TZ2001PT609632

06 February 2024

Subject: Offer of Employment to Samyuktha S

Dear Samyuktha S

Further to the discussions and interviews with us, we are pleased to offer you the position of MPS Electrical Engineer with Job Grade 06 at Cameron Manufacturing India (P) Ltd - A SLB Company stationed at Coimbatore, India. You will report to Harishankar Boominathan, MPS CMI ELECTRICAL ENGINEERING MANAGER.

For us at Cameron Manufacturing India (P) Ltd - A SLB Company, success is the outcome of Competence, Commitment and Contribution, more than a matter of chance, and we are delighted that you have chosen us.

A detailed appointment letter containing the terms and conditions of employment will be given to you at the time of joining.

This offer is conditional, and the following pre-conditions will apply.

1. A positive reference on the background verification that would be done with your credentials.
2. Confirmation of the acceptance of this offer of employment. This offer will automatically stand withdrawn if you fail to join on the agreed date of joining
3. Evidence of your successful completion of your engineering degree
4. Successful completion of your PGDDE course
5. Attending a pre-employment medical test and obtaining a fitness certificate from SLB appointed doctor

You will be on a 2 months training programme (PGDDE Course) prior to your commencement of employment with SLB. While on PGDDE course, you will receive a monthly stipend of INR 20,000.

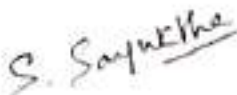
Your annual emoluments have been detailed as per the attached annexure (I). Documents to be submitted on the day of joining are given in annexure (II). Please sign and return both the letter of offer and annexure (I) as a confirmation of your acceptance. The offer letter is valid for 2 days from the date of issuance. Please do not hesitate to contact me for any clarification required.

Best regards,

Cameron Manufacturing India (P) Ltd - A SLB Company


Fiona Seah
Head - Human Resources

SLB Private





ANNEXURE II
Your First Day at Cameron

Time: 9.30 A.M

The Employee should submit the following documents/certificates on the day of joining:

1. Self-Passport size photo – 1 Copy
2. PAN Card photocopy
3. AADHAAR Card photocopy
4. Original certificates (will be returned after verification):
 - a) Birth certificate or SSLC mark Sheet is a must to ascertain date of birth for our official records
 - b) All educational certificatesYou have to bring the photocopy of all above mentioned certificates for our records.
5. Passport photocopy (if available)

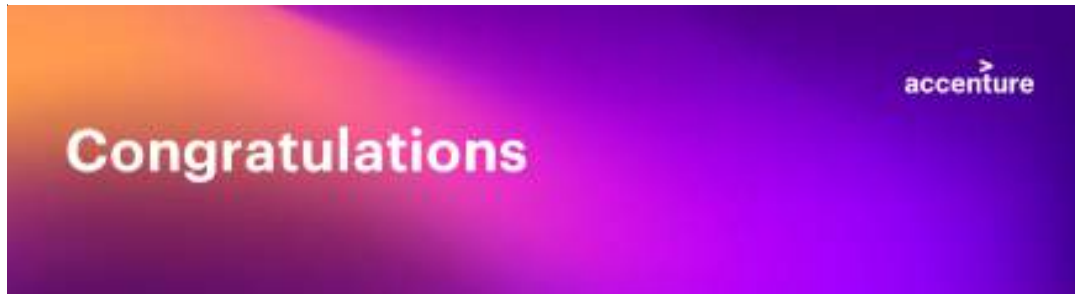
Contact Person: Nandhini Nanjappan

Please contact Nandhini Nanjappan at NNanjappan@slb.com for any queries

See you at the induction session!

SLB Private

S. Sanyuktha



09 April 2024

C06540162

Srisubhaharini Yuvaraj

43/6, Arun Building, South park St, Cutcherry medu, Gobi

Dear Srisubhaharini Yuvaraj,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

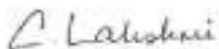
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Srisubaharini, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact CHAITRA H S at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C

Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_.signer1:signature}}
Srisubharini Yuvaraj

Date: {{Dte_es_.signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,755/-
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

Total Cash Compensation Elements*Annual Fixed Compensation****

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

##(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates re your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2 : REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Srisubhaharini Yuvaraj

Date: {{Dte_es_:signer1:date}}

Disclaimer

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