CS & IT

May 13, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Zareen Khan,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

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

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program (“Training Agreement”).

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro’s - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution (“University”) that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee’s CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

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

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

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

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

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

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

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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

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

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

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

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro’s other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Zareen Khan, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

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

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

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

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

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

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

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

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

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

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

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

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

time of exit.

☑ Accept ☐ Decline

☑ **Signature** Zareen Khan 13/5/2022 12:27 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24604605

Netcore Cloud Private Limited
Corporate Office: 8th Floor, Peninsula Towers,
Peninsula Corporate Park, G.K. Marg, Lower Parel
West, Mumbai - 400013

Salary Annexure

10th February 2022

Name : Shoheb Patel

Designation : Associate - Linux Admin (Grade 4)

CTC for the financial year 2021-22 : Rs. 3.00 Lakhs per annum comprising of below:

Base CTC :	**3.00 L PA**	Break up given in table below.

Break up of Base CTC : ₹ 3.00 LPA		**₹ Per Month**	**₹ Per Annum**
Basic		10,000	1,20,000
House Rent Allowance		5,000	60,000
Attire Allowance**		1,000	12,000
Leave Travel Allowance**		417	5,004
Motor Car Reimbursements**		0	0
Communication Reimbursements**		0	0
Books & Periodicals**		0	0
Night Allowance		0	0
Special Allowance (Includes Employee's P.F.)		6,902	82,824
Gross Salary	**(A)**	**23,319**	**2,79,828**
Employer's Provident Fund Contribution		1,200	14,400
Gratuity		481	5,772
Base CTC	**(B)**	**25,000**	**3,00,000**
Calculation of Take-home Salary			
Gross Salary	**(A)**	**23,319**	**2,79,828**
Deduction : Employee's Provident Fund		1,200	14,400
Deduction : Profession Tax		200	2,500
Total Deductions	**(C)**	**1,400**	**16,900**
Total Take home [A - C] (Subject to applicable taxes)		**21,919**	**2,62,928**

Notes :

1) Any further increase in your compensation shall entirely depend on your performance and contribution to the organizations goals. And basis will be your Base CTC

2) The above Take Home Salary is subject to TDS.

3) You will be eligible for company co-sponsored Group Medical Insurance, as applicable to your grade, as per company policy and subject to COVID vaccination certificate submission.

**The Tax benefits on these components are subject to eligibility & submission of supporting documents.

May 3, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Mohammed Sultan Khan,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

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

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee’s CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during

this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

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

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

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

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

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

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

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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

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

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

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

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel

this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Mohammed Sultan Khan, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

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

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

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

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

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

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

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

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

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

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

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

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

☑ Accept ☐ Decline

☑ **Signature** Mohammed Sultan Khan 3/5/2022 10:01 AM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24383853

February 19, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Hadi Sayyed,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

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

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program (“Training Agreement”).

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro’s - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution (“University”) that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee’s CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

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

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

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

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

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

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

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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

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

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

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

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your “Project work” would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Hadi Sayyed, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

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

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

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

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

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

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

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

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

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

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

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

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

☑ Accept ☐ Decline

☑ **Signature** Hadi Sayyed 19/2/2022 5:47 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23817780

May 13, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Zareen Khan,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

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

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program (“Training Agreement”).

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro’s - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution (“University”) that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee’s CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

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

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

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

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

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

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

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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

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

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

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

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro’s other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Zareen Khan, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

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

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

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

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

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

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

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

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

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

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

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

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

time of exit.

☑ Accept ☐ Decline

☑ **Signature** Zareen Khan 13/5/2022 12:27 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24604605

March 21, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear ALISHA SAIYED,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

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

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program (“Training Agreement”).

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro’s - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution (“University”) that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee’s CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

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

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

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

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

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

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

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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

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

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

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

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your “Project work” would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I ALISHA SAIYED, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

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

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

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

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

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

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

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

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

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

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

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

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

☑ Accept ☐ Decline

☑ **Signature** ALISHA SAIYED 21/3/2022 8:48 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24036762

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1495223

Letter of Intent ("LOI")

Dear Alkaif Ahmed Khan,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1495223**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1495223**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1495223**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Alkaif Ahmed Khan
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**
Based on your Date of Joining, your compensation shall bepaid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20222810036/Mumbai/BPS/BTN
Date: 21/06/2022

Mr. Arbaz Sayyed Patel
006 Aman Building No 5/B
Golibar Road
Chishtiya Masjid
Mumbai-400055
Maharashtra
Tel# 91-8108550286

Dear Mr. Arbaz Sayyed Patel,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **16,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

   If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

   * Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

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6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

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During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

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

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own

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declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

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

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

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

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

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

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or

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TCS policies/notice provided applicable at your overseas location.

17. **Terms and conditions:**
    The above terms and conditions of traineeship are specific to your traineeship period in India.

18. **Rules and Regulations of the Company:**
    Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. **Compliance to all clauses:**
    You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

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: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20222810036/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's 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.

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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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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 any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d)This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Date: 28/06/2022

Intent to Offer

Dear Asaad Nakhuda,

Syntellect ID: ASBE202021262921

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	**Asaad Nakhuda**	
Designation:	**Associate Consultant**	
Band & Grade:	**GCM 1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Salary	10,042	1,20,500
Basket of Allowances (BOA)	4,679	56,148
Gross Pay & Allowances	**14,721**	**1,76,648**
Provident Fund (PF)	1,471	17,652
Statutory Bonus	2,558	30,700
Statutory & Retirals Benefits	**4,029**	**48,352**
Cost to Company (OTE)	**18,750**	**2,25,000**

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1928248

Letter of Intent ("LOI")

Dear Mohammed Sultan Khan,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1928248**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1928248**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1928248**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Mohammed Sultan Khan
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**
Based on your Date of Joining, your compensation shall bepaid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 1495223

Letter of Intent ("LOI")

Dear Alkaif Ahmed Khan,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1495223**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1495223**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1495223**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Alkaif Ahmed Khan
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**
Based on your Date of Joining, your compensation shall bepaid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Offer: Computer Consultancy
Ref: TCSL/DT20218333150/Mumbai
Date: 16/12/2021

Mr. Ovais Salim Shaikh
105-A, Diamond AptSv.Road,
Markaz Restaurant,
Mumbai-400102,
Maharashtra.
Tel# 91-8286686389

Dear Ovais Salim Shaikh,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹**1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**7,950/-** per month.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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

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8. Confidentiality Agreement

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

9. Work in SBWS mode

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

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

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 mentioned below.

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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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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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)

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

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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

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

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Ovais Salim Shaikh**
Designation	**Graduate Trainee**
Institute Name	**Rizvi College Of Engineering, Mumbai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

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

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20222810036/Mumbai/BPS/BTN
Date: 21/06/2022

Mr. Arbaz Sayyed Patel
006 Aman Building No 5/B
Golibar Road
Chishtiya Masjid
Mumbai-400055
Maharashtra
Tel# 91-8108550286

Dear Mr. Arbaz Sayyed Patel,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **16,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

   If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

   * Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

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6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

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During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

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

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own

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declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

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

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

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

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

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

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or

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TCS policies/notice provided applicable at your overseas location.

17. **Terms and conditions:**
    The above terms and conditions of traineeship are specific to your traineeship period in India.

18. **Rules and Regulations of the Company:**
    Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. **Compliance to all clauses:**
    You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

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: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20222810036/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's 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.

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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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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 any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d)This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized

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representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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February 19, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Hadi Sayyed,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

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

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program (“Training Agreement”).

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro’s - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution (“University”) that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee’s CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

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

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

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

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

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

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

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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

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

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

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

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your “Project work” would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Hadi Sayyed, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

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

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

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

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

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

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

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

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

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

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

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

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

☑ Accept ☐ Decline

☑ **Signature** Hadi Sayyed 19/2/2022 5:47 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

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F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23817780

Hi Kirti Sanjivan Kori,

At Accenture, we take pride in helping talented students like you and provide them with a learning exposure and environment t(including giving an exposure to some Live Projects) so that they can enhance or acquire new working skills and this could help in preparing you for the jobs of the future.

We are pleased to confirm and offer you an internship with **Accenture** as per below terms.

1. Full name of the intern: **Kirti Sanjivan Kori**
2. Start date of Internship: **March 2022**
3. Base location: **Bangalore**
4. Internship Duration: **12 weeks**
5. Stipend per month (including tax): **INR 16,100**
6. Additional monthly allowance: **INR 1,000**
7. One-time allowance: **INR 2,000**

* Base location implies the Accenture office location that an intern will be assigned. At present the intern will not be expected to travel to the office location in light of the nationwide situation due to Covid-19. The internship will begin in a virtual format and any change in the mode of internship will be communicated by the Internship program team basis organization guidelines.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines. Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Please review the Terms & Conditions below:

1. Non-Disclosure Agreement (NDA) is required to be signed by all the Interns to ensure compliance of Accenture's data security and privacy policies. The conditions of the NDA applies even while you are in a remote location (of your choice) and not in the base location. (Please keep us informed of your remote location at all times)
2. No code snippet or technical details would be provided for project, presentation or documentation.
3. No Accenture in-house floor visit could be allowed to any college guide or external person for the purpose of Intern's/student's project preparation or analysis.
4. Other than the stipend for internship mentioned above, no further stipend for additional allowance(s), transportation or accommodation would be provided.
5. Interns are expected to be punctual, disciplined and professional in their approach to all their activities while dealing with Accenture work.
6. Ethical usage of Accenture resources is expected at all times and a breach may result in actions including but not limited to termination of internship.

Internship Learning Program

As a unique learning experience, Accenture will provide an integrated learning program as part of your internship. The training modules are enabled across the internship duration with a reasonable time to learn and complete these trainings. For the completion of the internship and clearing the training assessments as mentioned below, you are required to

complete the training provided during the internship and undergo a review and assessment as mentioned more in details below.

Closer to your program completion, you will be assessed and reviewed based on your collective performance in our training and internship program. Based on this collective review, and your clearance of Accenture's hiring procedure (including background and fitment checks) and your meeting eligibility criteria for the opportunity you are being reviewed for, you may be provided an opportunity at Accenture's discretion, for employment.

Subject to the above an offer of employment will be provided to you by Accenture which will include terms of employment as well.

Leave Policy

For the purpose of this effective learning and understanding the concepts that will be provided to you in this internship, your continuous presence (through remote or otherwise as provided for by Accenture) is essential for the internship program. However, we do understand that in certain circumstance you may require a leave and accordingly the following leaves can be availed by you during the internship program.

1. **Exigency/Unplanned Leave:** Any emergency situation/unforeseen event that compels you to miss work where you are incapable of working due to unavoidable reasons. This can be availed post due approval by supervisor and necessary substantiation. Issues like accidents, bereavement, critical illness or emergency medical reasons may fall in this category. However, these cannot be more than the period of Internship.
2. **Casual leaves:** Any other absence/leave should not exceed more than 5 days across your internship duration, taken with prior approval from your reporting manager. In case this absence/leave extends to more than approved casual leaves, discontinuation of internship can occur at the discretion of the company. We expect these leaves to be taken only when essentially needed so as not to interrupt the internship program.

Before embarking on either of these leaves, you are expected to inform your supervisor/ reporting manager and seek their approval. Do keep your Internship Program team informed as well. Please reach out to program owners to seek any clarification on the above.

Stipend Process:

- In order to receive your stipend, you are requested to open an account with any one of these banks: HDFC, Axis, Deutsche, RBS, IndusInd, SBI & Kotak
- Time Report (TR) sheet will be sent to you for updating; this needs to be correctly updated and sent back by 30th of each month
- Any delay or incorrect information provided will lead to a delay in the stipend payment which will then be carried forward for payment in the subsequent month.

Please review these details and confirm acceptance of the same within the next two days.

Looking forward to having you onboard.

Regards,
E School Campus Recruitment Team

Full Name: Kirti Sanjivan Kori
Date:21/02/22

signature:

Date: 28/06/2022

Intent to Offer

Dear Mohd Ansari,

Syntellect ID: ASBE202021262917

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	**Mohd Ansari**	
Designation:	**Associate Consultant**	
Band & Grade:	**GCM 1**	
	Annual	**Monthly**
Basic Salary	120,500	10,042
Basket of Allowances(BOA)	56,148	4,679
Gross Pay & Allowances	**176,648**	**14,721**
Provident Fund (PF)	17,652	1,471
Statutory Bonus	30,700	2,558
Statutory & Retirals Benefits	**48,352**	**4,029**
	225,000	**18,750**

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

Date: 29th June 2022

Ms. Maryam Ayed Ansari
C/54, Unnati Co-op housing society,
S.B. Marg, opposite Johnson & Johnson company,
Mahim (West), MUMBAI - 400 016

Dear **Maryam Ayed Ansari**

With reference to your interviews and discussions with us we are pleased to offer you the position of **"Technical Support Engineer"** on the terms and conditions as set forth below:

1. **Date of Commencement : 11th July 2022**

2. **Bond Period :** You will serve eClinicalWorks India Pvt ltd for a minimum period of 1 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regard.

3. **Period of Offer :** The period of offer is as follows:

   i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.

   ii If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc.

   iii. This offer is only valid if you are not an Ineligible Person under the Office of Inspector General's List of Excluded Individuals/Entities.

4. Scope of Work : The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions.

5. Place of Work : Your current place of work will be Mumbai, however you may be deputed at the parent/associate company sites, client sites or partner sites outside of Mumbai (Overseas or other India metros).

6. Salary : Your gross annual remuneration will be **Rs. 4,50,000/-(Rupees Four Lakh Fifty Thousand only)** on CTC (Cost-to-the-Company) basis. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time. The primary components of your CTC initially shall be as per Exhibit A attached.

7. Background Verification : The Company will be conducting a background check/screening procedure in your matter as a measure of full disclosure. In the event of the said background check/screening procedure showing negative on any parameter, this offer will stand determined and revoked with immediate effect.

8. Notice of Relieving :

i. During your training and assessment period, this employment may cease to exist any time, by giving 7 days' notice in writing by either side.

ii. During your probation period, this employment may cease to exist any time by giving 30 days' notice in writing by either side.

9. Counterparts : This Offer and its Acceptance may be executed in multiple counterparts, each of which shall have the force and effect of an original.

10. General :

i. Please note that the contents of this Offer and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.

ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso factor.

11. Maternity Benefit Act:

i. Any woman employee of eclinicalworks entitled to maternity benefit under the provisions of the Maternity Benefit Act, 1961 and the rules may give notice in writing in Form 1 appended to the Maternity Benefit Rules to her employer, stating that her maternity benefit and any other amount to which she may be entitled under the act may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit

We welcome you within our fold and trust that your association with ECW will be exciting and mutually rewarding.

This Offer is valid for 7 days. You are requested to return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above Offer.

Yours sincerely
For eClinicalWorks India Pvt Ltd

Pertwyn Joseph

Digitally signed by Pertwyn Joseph
DN: OU="Human Resource ", O=eClinicalworks, CN=Pertwyn Joseph, E=pertwyn.joseph@eclinicalworks.com
Reason: I am approving this document
Location:
Date: 2022-06-29 11:08:03
Foxit Reader Version: 9.3.0

Human Resources

Date: 29th June 2022

AGREED AND ACCEPTED BY ME

Maryam

(Maryam Ayed Ansari)

Date: 29th June 2022

Annexure

Name: Ms. Maryam Ayed Ansari
Annual CTC

	Particular	**Yearly (Amount in Rs.)**
a.	Basic	228,600
b.	HRA	114,300
c.	LTA	14,668
d.	Medical Reimbursements	15,000
e.	Shift Allowance	50,000
f.	Company's Contribution to PF @ 12%	27,432
Total		**4,50,000**

The above remuneration is subject to deduction of Income Tax, Professional Tax, PF and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC herein above stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.

SILVERLINK TECHNOLOGIES PVT. LTD.

LETTER OF INTENT

Date: 29th March 2022,

Dear Maryam,

We are pleased to offer you the position as **Domestic IT Recruiter - Trainee.** As per the terms and conditions we discussed with you, you will be issued a detailed Appointment Letter and will be construed as an employee of Silverlink Technologies Private Limited only once you join and start physically working from office at 506-507, Eco Space I.T. Park, Old Nagardas Road, Andheri (E)-400069. Your tentative date of joining will be on or before **01st June 2022.**

On the day of your joining you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience.
2. Documentary evidence of Date of Birth, No Due Certificate and Relieving letter.
3. Three passport sizes colored Photographs.
4. References from your current organization, which has to be completed before your joining.
5. PAN Card, Driving license and utility bills for address proof.

Once you accept our LOI will process your BGV and if the BGV is found to be negative for any reason, then the offer and appointment letter rollout to you will stands null and void.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases the company reserve the right to terminate your services with immediate effect.

Please sign duplicate of this letter of Intent as token of your acceptance of the above terms.

LOI Accepted

Maryam

29/03/2022

With best wishes

With Regards,

Mugdha R

Asst. Manager HR / Core HR

CLOSURE- TARGET (Fresher's)

I Year				
Ratings	No. of Closures on the completion of 6 months from DOJ	Revised Salary on the completion of 6 months from the DOJ based on the closures achieved	No. of Closures on the completion of 12 months from DOJ	Revised Salary on the completion of 12 months from the DOJ based on the closures achieved
Excellent	5	23,000	10+	30,000
Very Good	4	22,000	8	28,000
Good	3	21,000	6	26,000
Average	2	20,000	4	25,000
Need Improvement	1	18,000	3	22,000

I have understood

Maryam

29/03/2022

Annexure-4
Domestic Incentive Pattern

Contracting

- Recruiter could avail incentive even for a single closure each month.
- Candidate (Closure) should work for a minimum period of 3 months.
- The concern recruiter should be on payroll with SLT
- Example NO 1 : if any candidate has joined 1/01/2022 and once we get the efforts confirmed for fully 3rd month , In the month of April 22 we would check the margin and map the same with below incentive matrix and accordingly the incentives would process in April 22 salaries.
- Example NO 2 : if any candidate has joined between 02/01/2022 to 31/01/2022 accordingly he will be completing 3 months as on 01/04/2022 however his April 22 efforts we will only come to know in the month of May 22, so his incentives working will be done in the month of May 22, so that it can be processed in May 22 salary
- The below incentive is 100% applicable to senior recruiters whereas for the fresher the incentive would be shared 70- 30% with 70% goes to the respective recruiter and 30% would go to the TL
- Candidates will be considered as fresher/trainee for the period of 1 year from their DOJ
- We have abolished the clause for having 2 closures per month or alternate/ subsequent months- Every successful closure would be applicable for the above incentive

Accepted
Maryam
29/03/2022

Contracting Incentive slabs

CONTRACT MARGIN BANDWIDTH	INCENTIVES
70001-80000+	8800
60001-70000	7600
50001-60000	6300
40001-50000	5000
30001- 40000	3800
20000- 30000	3000

FT /Onetime

- Recruiter could avail incentive even for a single closure each month.
- Incentives will be paid as per the contract terms mentioned in the respective MSA . subject to we received the payment from client
- Example NO 1 : if any candidate has joined 1/01/2022 and as per the agreement he has to work minimum 6 month for full billing amount.
- In the month of July 22 we will check the respective delivery lead asking the confirmation for the project completion. Once the confirmation received from the delivery then the incentives process in July 22 salaries.

Accepted
29/03/2022
Maryam.

- Example NO 2 : if any candidate has joined between 02/01/2022 to 31/01/2022 and as per the agreement he has to work minimum 6 month, accordingly he will be completing 6 months as on 01/07/2022 and his July 22 efforts we will only come to know in the month of Aug 22, so his incentives working will be done in the month of Aug 22, so that it can be processed in Aug 22 salary
- The below incentive is 100% applicable to senior recruiters whereas for the fresher the incentive would be shared 70- 30% with 70% goes to the respective recruiter and 30% would go to the TL
- Candidates will be considered as fresher/trainee for the period of 1 year from their DOJ
- We have abolished the clause for having 2 closures per month or alternate/ subsequent months- Every successful closure would be applicable for the above incentive

FT /Onetime Incentive slabs as below

LATERAL MARGIN BANDWIDTH	INCENTIVES
200000	12000
150,000- 199,999	9000
100,000- 149999	6000
80,000- 99,999	5000
60,000- 79,999	4000
50000-59999	3000
40000-50000	1500

Accepted
Maryam
29/03/2022

Ref No: iGCB/22-23/14783

Date: 29-Jun-2022

Asaad Gulzar Nakhuda
323/2, Mariyam Palace Near Jama Masjid Nawayat Mohalla Nallasopara West,Umrale, Palghar – 401203, Maharashtra, India

Sub: Your Offer of Employment in Intellect

Dear **Asaad Gulzar Nakhuda,**

Thank you for the time you invested in exploring career opportunity with Intellect. Through our hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Systems Trainee in Grade T100.** Your base location shall be **Mumbai.** We are looking forward to welcoming you on your date of joining. We would love for you to join the team on **04-Jul-2022** and you may let us know of your consent of joining us on or before **04-Jul-2022.**

Your gross compensation shall be **INR 350,000/- (Rupees Three Lakhs Fifty Thousand Only) per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent. Backed by this confidence the organization is happy to assure you **100% of your variable pay component for the first year** of employment with us. However, we would like to see you earning up to the maximum of **130%** of your variable pay component. The same shall be determined through the robust Performance Development Dialogue process that measures contribution during every year and sets you up for success in the next year.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

_____

(Signature of Associate)

1. **Employment Terms:**

A. Service Rules: Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. Some of the service rules are enumerated below in this document. In addition to these, all Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's and associates' best interests from time to time. You are advised to go through these policies and adhere to them during your employment with the Company.

B. Full Time Work: Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

C. Code of Conduct: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in code of conduct, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

D. Past Record: If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

E. Responsibilities: You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

F. Confidentiality: You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.

2. **Leave Eligibility**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. For the first three years, the eligibility is 15 days of earned leave and 6 days of sick leave. Detailed terms and conditions relating to leave eligibility are provided under leave policy on the intranet and any changes made in the same shall be binding.

3. **Working Hours**

Intellect observes a 5-day work week with Saturdays and Sundays as weekly holidays. The office hours are from 08:30 am to 05:30 pm, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/other countries. In the event an Associate fails to register attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR partner, the organization shall initiate appropriate disciplinary action against the Associate as per policy.

4. **Transfer**

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

5. **Medical Fitness**

You are required to continuously maintain yourself in a state of good medical fitness, both physical and mental so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

6. **Associate Representation**

a) Your continued employment with the Company is solely based upon the representations and information furnished by you to the Company, including (but not limited to) your educational and professional qualifications, being true and accurate at all times.

b) You shall submit any documents requested by the Company but pending your submission [on the day/within seven days] of joining. You further acknowledge and represent that the submitted documents shall be consistent with the information provided to the Company during the release of this Offer Letter.

c) If, at any point in time, your representation regarding your qualifications and/or experience is found to be incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS terminate your Services with immediate effect and without notice; without incurring any liability whatsoever thereof for the Company. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation and the company shall be entitled to seek

specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation. Company shall also claim liquidated damages amounting to Rs.500,000/- (Rupees Five Lakhs only).

d) A negative outcome of any candidate reference and background verification undertaken by the Company may result in the termination of your employment with the Company. In such a case, you will not be entitled to the period of notice, or pay in lieu of notice, set forth in Section [●] of this Offer Letter.

7. Notice Period & Termination

a) Your employment may be terminated by either party upon giving 90 day's notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean "Annualised Monthly Components" as given in the compensation break up sheet in this 'offer of employment' or subsequent revision letters. Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.

b) You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs.150,000/- (Rupees One Lakh Fifty Thousand) in lieu of any breach of obligations set forth therein.

8. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

9. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who

becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;

ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

10. **Restriction on Joining a Customer**

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect. You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

11. **Non-Solicitation**

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

12. **ISMS**

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

13. **Superannuation (Retirement)**

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60th birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,
for **Intellect Design Arena Ltd.,**

PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER

I have carefully read and understood the above offer terms including the terms contained in Annexure A and agree that the provisions of this letter and the Annexure A are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :

Annexure -A - Compensation Structure Break Up

Components	Per Annum Amount in INR
A. Annualised Monthly Components	
Basic	108,000/-
House Rent Allowance	54,000/-
Advance against Statutory Bonus	16,800/-
Special Allowance	114,870/-
Total (A)	**293,670/-**
B. Retiral Benefits	
Provident Fund	21,600/-
Gratuity	5,195/-
Superannuation	
Total(B)	**26,795/-**
Fixed Component (A+B)	**320,465/-**
C. Variable Pay	
Individual Performance Based Pay	19,228/-
Team & Orgn Performance Based Pay	4,807/-
Annual Performance Driven Pay (C)*	**24,035/-**
D. Other Benefits	
Medical & Accident Insurance	5,500/-
Benefits (D)	5,500/-
Total A + B + C + D	**350,000/-**

Provident Fund: Employer contribution as per provisions of the Provident Fund Act

Gratuity: The eligibility and payout shall be as per the Provisions of the Payment of Gratuity Act

Superannuation is an optional Retirement Benefit. Associate may choose to contribute 5% of Basic Salary. Please refer to Superannuation policy for more specific details in the associate induction handbook for more specific details.

Variable Pay / Annual Performance Driven Pay (APDP) are linked to performance against targets that are set and agreed with your supervisor. The payout amount is assured with 100% for the first year. The earning potential can extend up to 130% of the eligible amount. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

Medical Insurance Premium amount shown in the above table is nominal only. The organization is currently investing close to INR 10,000/- p.a for your medical insurance. The amount insured for you is INR 3 lakhs per annum.

LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original,** with a copy of each.

1. **Three passport size photographs with red background**
2. **Copy of 12th Standard Mark sheet**
3. **Original / Provisional certificate for Under Graduate Degree along with Semester wise Mark sheet**
4. **Copy of Aadhar Card**
5. **Pan Card number (if available)**
6. **Copy of Passport – first and last page (if Passport is available)**

7th Floor, Tower D, IBC Knowledge Park,
4/1, Bannerghatta Main Rd, Bengaluru,
Karnataka - - 560029, India
Tel +91 80 40343000 | Fax +91 80 40343111

17-Mar-2022
Mr. RAGHVENDRA AJAYKUMAR SINGH,
RM/NO 1 SAI SHRADDHA CHAWL JANAKPUR DHAM
PHOOLPADA ROAD VIRAR EAST 401305

Dear RAGHVENDRA AJAYKUMAR SINGH,

With reference to your application and the subsequent interview you had with Alten Calsoft Labs India. We have great pleasure in offering you an employment under the following terms and conditions:

TERMS AND CONDITIONS OF APPOINTMENT

1. **Employment Details:**
   a) Designation : CyberArk L1 Administrators
   b) Base Location : Mumbai
   c) Work Location : Mumbai
   d) Date of Joining : 23-Mar-2022

2. **Salary:**
   Your annual salary will be **INR 3,00,000/- (Three Lakhs only)** and will be structured as per the attached Annexure 1- Compensation Structure and Benefits. Perquisites & Benefits:
   a) Company's PF contribution would be restricted to Rs.1800.
      I. In case you want to contribute at 12% of your basic – you can do this by opting for voluntary provident fund contribution.
      II. The employer's contribution will be restricted to 12% or INR 1800/- per month whichever is lower.
      III. This request has to be explicitly given in writing at the time of onboarding.

   b) You will be eligible for Gratuity under the Payment of Gratuity Act, 1972.
   c) You will be covered under Personal Accident Insurance for a sum insured of 1 year's Annual CTC or ₹ 5 lakhs whichever is higher.
   d) You will be covered under Group Health Insurance for a sum of ₹ 3 lakhs.
   e) You will be covered under Group term Life Insurance for a sum insured of 1 year's Annual CTC or ₹ 5 lakhs whichever is higher.
   f) The Company's leave policies shall apply to your employment and may be modified by the Company at any time at its absolute discretion.

Signed by:Chandra Sekhar Mohapatra
Date: 2022.03.17 17:31:45 +05:30

Accepted and Acknowledged

Signature

7th Floor, Tower D, IBC Knowledge Park,
4/1, Bannerghatta Main Rd, Bengaluru,
Karnataka - - 560029, India
Tel +91 80 40343000 | Fax +91 80 40343111

3. Employment Conditions:

This offer letter and your employment with the Company are subject to.

a) Satisfactory results of a complete background and reference check carried out by the Company.

b) You signing of Employment Agreement, Non-Disclosure & Non-Compete Agreement and the annexures annexed herewith. Please note that in the event it is found that you have not complied with these conditions, your employment can be terminated forthwith by the Company without any notice period or compensation and without any reasons thereof.

c) You will initially be on probation for a period of six months from the date of joining. If your services are either not confirmed or not terminated on completion of the initial period of probation, the probationary period will stand automatically extended till the date of issue of an order of confirmation or termination, as the case may be.

d) In the event of you deciding to resign from service of the Company during your probation period, you shall provide three months prior notice to the Company or salary in lieu of such notice or if the Company is terminating your employment, then Company shall give three months' notice or Salary in lieu of such Notice.

e) You acknowledge and agree that Company is entitled to depute you in any of its Client's Offices in India or Abroad, temporarily or permanently, with prior intimation to you. And you agree and acknowledge that you may be assigned, transferred or deputed to any of the establishments of the Company or its associated entities and your service will be subject to interdepartmental or inter-establishment transfers, temporarily or permanently.

f) You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you. All particulars furnished by you vide your Application are taken to be true and correct. In case any of these particulars turn out to be false or incorrect on verification, the Company may at its absolute discretion elect to terminate or suspend your services without any notice or assigning any reason thereof.

4. Termination of Permanent Service

a) The Company reserves the right to terminate your services at any time after giving you an opportunity to explain or improve performance. On being not satisfied with explanation/improvement in performance, the Company may terminate your services with one month notice or on payment of one month's salary in lieu thereof. If however, the termination is on disciplinary grounds the notice period (or payment) will be for 15 days only.

b) You will automatically retire from service of the Company on attaining the age of 60 years.

c) If the Company terminates your employment for any failure or negative remark in background check, misconduct or breach of the Company's code of conduct or other disciplinary grounds then (i) the Company's obligations under this Letter shall immediately cease, and (ii) you shall not be entitled to receive any payment due from the Company, and the Company shall have no obligation to pay, compensation attributable to such termination.

5. Resignation

a) In the event of you deciding to resign from the services of Company, you will have to give three months prior written notice to the Company.

Signed by:Chandra Sekhar Mohapatra
Date: 2022.03.17 17:31:45 +05:30

Accepted and Acknowledged

Signature

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b) In the event you fail to serve out the notice period specified herein, the Company shall be entitled to approach any Court of competent jurisdiction to recover all costs, damages, losses and expenses incurred by the Company as a result of your failure to serve out the notice period.
c) On or before the date of relieving you shall completely be signed off from all projects or works assigned till date and you shall support to the Company in all the relieving process as stated by the Company.

6. Other Conditions

a) The Company expects you to work with a high standard of initiative, efficiency and economy.
b) You will devote your entire time to the work of the Company and will not directly/ indirectly undertake any business or work for any company or entity or person other than Calsoft Labs India.
c) You will be responsible for the safekeeping and return in good condition and order all the property of the Company which is in your possession, use, custody or charge. You shall make good of any loss or damage that occurs to any Company property which is in your possession/ custody.
d) You will abide by all the provisions of law that are applicable or will be made applicable to the employees of the Company.
e) You shall not disclose your remuneration details with any other employee/s of the Company.
f) You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.
g) Upon the termination of your services for any reason, you shall immediately cease to use the Company's marks and/ or intellectual property rights vested in any manner whatsoever. You shall keep confidential all information and material provided to you by the Company and will execute a Non-disclosure & Non-Compete Agreement and an Employment Agreement with the Company in the prescribed format.
h) You will not at any time hereafter, without the consent in writing of the Company or except under any legal process, divulge or make public any matters relating to the Company's transactions or dealings, which are of a confidential character.
i) You will be true and faithful to the Company in all your accounts, dealings and transactions relating to the business of the Company and if called upon, shall render a true and just account thereof to the Company or to such persons as shall be authorized to receive the same.
j) You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by you or related to your breach of any of the provisions or obligations set out in this letter.

Signed by:Chandra Sekhar Mohapatra
Date: 2022.03.17 17:31:45 +05:30

Accepted and Acknowledged

Signature

7th Floor, Tower D, IBC Knowledge Park,
4/1, Bannerghatta Main Rd, Bengaluru,
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You will have to bring with you the originals (For Verification) and Compulsorily 2 photocopies of your below testimonials.

a) Relieving letters and experience letters from all previous employers
b) Offer letter of immediate previous company and last 3 pay slips.
c) All academic certificate and mark lists (Including X,XII)
d) Aadhaar Card
e) PAN Card
f) 4 Photograph in case NO HDFC account Else 2 Photograph

You are required to join duty at our office located at IBC Knowledge Park, Tower D, 7th Floor, 4/1, Bannerghatta Main Road, Near Dairy Circle, Bengaluru, Karnataka-560029 on or before **23-Mar-2022** failing which this offer will stand withdrawn.

If this offer of employment is acceptable to you as per Terms and Conditions mentioned above, you are requested to return the duplicate copy of the offer duly signed by you on all pages including the Annexure 1, 2, as a token of your acceptance within 3 working days from the date of offer release, failing which it will be presumed that you are not interested in this offer and the offer will stand withdrawn.

Please note, by signing this letter, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from taking this position or performing your duties with the Company.

We welcome you to Alten Calsoft Labs (India) Pvt. Ltd and look forward to your contribution for mutual growth. In the meantime please do not hesitate to reach us at **offersupport@acldigital.com**, should you have any queries or concerns you would like to discuss.

Signed by:Chandra Sekhar Mohapatra
Date: 2022.03.17 [illegible]

Your [illegible]

For ALTEN CALSOFT LABS (INDIA) PVT. LTD

Chandra Sekhar Mohapatra
Director – Talent Acquisition

I accept the above terms and conditions of Employment.

(Signature and Date)

Accepted and Acknowledged

Signature

7th Floor, Tower D, IBC Knowledge Park,
4/1, Bannerghatta Main Rd, Bengaluru,
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Annexure 1

Compensation Structure and Benefits

Sl.No	Particulars	Monthly in Rs.	Annual in Rs.
1	Basic Salary (Basic+DA)	15,000	1,80,000
2	House Rent Allowance	6,404	76,842
3	Special Allowance	0	0
4	Statutory Bonus	783	9,400
5	Food Allowance	0	0
6	Internet/Telephone Allowance	0	0
	GROSS SALARY- (A)	**22,187**	**2,66,242**
	Retirals Benefit		
1	Employer Contribution towards PF		21,600
2	Gratuity (4.81%of Basic salary)		8,658
	Total Retiral Benefit (B)		**30,258**
1	ESI (Contribution by the company)-C		**0**
	Annual Component		
1	Project Allowance		3,500
2	Leave Travel Allowance		
	Total Annual Component (D)		**3,500**
	Total Cost to the Company (A+B+C+D)		**3,00,000**
	This amount is subject to all standard deductions		

Signed by:Chandra Sekhar Mohapatra
Date: 2022.03.17 17:31:45 +05:30

Accepted and Acknowledged

Signature

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Annexure 2
DECLARATION

I hereby represents and warrants, and undertakes, affirms and agrees that as of the Date of Joining with Alten Calsoft Labs India Pvt Ltd, I will have terminated my employment with all my previous employers

a) I have not entered into any agreement or arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer hereunder.

b) I am in good standing and that I has full capacity and authority to accept this offer letter, Non-Disclosure Agreement and Employment Agreement and to perform its obligations hereunder according to the terms hereof.

c) Neither the acceptance of this offer letter nor the execution and delivery of the agreement contemplated hereunder, or the fulfillment of or compliance with the terms and conditions thereof, conflict with or result in a breach of or a default under any of the terms, conditions or provisions of any legal restriction (including, without limitation, any judgment, order, injunction, decree or ruling of any court or governmental authority, or any federal, state, local or other law, statute, rule or regulation) or any covenant or agreement or instrument to which I a party, or by which I am bound, nor does such execution, delivery, consummation or compliance violate or result in the violation any documents.

(Signature and Date)

Signed by:Chandra Sekhar Mohapatra
Date: 2022.03.17 17:31:45 +05:30

Accepted and Acknowledged

Signature

Appointment Letter

Date: 24th May, 2022

Dear Ms. Amreen Ansari,

We are pleased to engage your services as "**Recruitment Associate"** in Stalwart Management Consulting. Request you to join on or before **25th May, 2022** on the following terms and conditions:

On basis of our discussions and understanding, we are pleased to offer you the following remuneration.

1) You would be entitled to a fixed annual CTC of **Rs. 1,89,000 /- pa (Refer Annexure I for Breakup).** This is excluding any reimbursements and incentives (as may be applicable) during the course of your employment. You shall be on the payroll of our group company – **Stalwart Hi Tech Consulting LLP**.
2) You shall be required to achieve your KRAs as outlined in Annexure II A.
3) You shall be entitled to performance incentives as per the applicable incentive schemes. The current incentive scheme is as outlined in Annexure II B.

Note: Statutory deductions, if and as applicable, shall be deductible.

You would be on probation for a period of three working months from the day of joining. Please note that your performance / leaves /schedule adherence and approach towards work and the organization are very closely monitored during these 3 months to decide on your confirmation with Stalwart.

Because of the sensitive nature of Stalwart's work for its clients and the efforts through which Stalwart attracts these clients, the associate agrees that for a period of one (1) year after termination of the associate's association with Stalwart, no matter how such termination has occurred, the associate will:

1) Not solicit any person or entity which is, or is actively being solicited by or on behalf of Stalwart to become Stalwart's customer or client, at the time of such termination, wherever such a prospective client might be located, with the objective of offering services of such kind as being present in Stalwart.
2) Not accept any offer or employment from any of Stalwart's clients or from any of Stalwart's clients' end user customers (in case of consultancy and placement organization) whether such employment be on a part time, full time, independent contractor or any other basis without the written consent of Stalwart.
3) Not engage in any activity at Stalwart or Stalwart's clients' site, directly or indirectly for the purpose of independently obtaining contracts, or employment in any position whose profile lies in any of the business areas of Stalwart.

4) Not discuss with any person except designated management staff, any fees or salaries paid by Stalwart to the associate for service or payments received by Stalwart from its business clients.

Please sign and return a copy of this letter in confirmation of your unconditional acceptance in totality of all terms and conditions of your association with us.

We look forward to welcoming you onboard Stalwart Management Consulting and wish you a bright and successful career with us.

Regards,

Mr. Adityavikram Gupta

Director

Encl:

1. **Compensation break up**
2. **KRAs**
3. **Targets**
4. **Leave Policy**
5. **Employment and Confidential Information Agreement**

Annexure I

Compensation Break up

Your Fixed Annual CTC is Rs. 1,89,000 /-

Your monthly Breakup of Compensation would be as under:

Components	**Monthly**
Basic	15000
HRA	750
Conveyance	0
Mobile Allowance	0
Statutory Allowances	0
Gross	**15750**
Statutory Deductions	0
PF	0
PT	200
ESIC	0
Total Employee Deduction	**200**
Net Salary In Hand (A - B)	**15550**

Note: Statutory deductions, if and as applicable, shall be deductible.

Annexure II A

KRAs, & Targets

As a part of the responsibilities, you would be expected to undertake various activities, some of which are enumerated as under:

1) Sourcing profiles based on given job descriptions
2) Telephonic Screening and shortlist profiles in the preliminary rounds of interview
3) Continuous interaction with the Hiring Managers and recruiters to understand roles and requirements and to plan and build a strong candidate pipeline.
4) Candidate management – Coordination and scheduling for interviews
5) Post offer engagements with the selected candidates
6) Develops strong in-house sourcing and assessment capabilities
7) Interview Feedback Collation and updation in the HRMS
8) Adherence to targets

KRAs:

Your Key Result Areas are categorized as under –

i. **Daily Delivery –** No. of profiles being shared with clients.
ii. **Number of Joiners -**Related to candidates joining the client and completing the minimum applicable attrition-free period.
iii. **Revenue Generated -** The revenue (billing) generated due to the candidates sourced by you joining the clients and completing the applicable attrition-free period.

Joiners Targets **:** For the purpose of consideration of targets, the Term "Joiners" refers to candidates who are sourced and placed with our clients thru Stalwart Management Consulting and such candidates complete the minimum applicable employment period with the clients.

Your joining targets shall be as under:

Category C and D – Minimum 9 Joiners per Quarter in either category or combined across both categories.

Annexure II B

Incentive Policy

The JLP (Joining Linked Pay) Incentives for the current financial year 2022-23 would be as under.

Role Category	Monthly Recruiter JLP
A	Upto 3 joiners in a month no incentives, 4 to 6 joiners in a month Flat Rs. 500/- per candidate, 7 to 10 joiners in a month Flat Rs.1000/- per candidate, 11 joiners in a month & above Flat Rs.1600/- per candidate.
B	Upto 2 joiners in a month no incentives, 3 to 5 joiners in a month Flat Rs.1500/- per candidate, 6 joiners in a month & above Flat Rs.2100/- per candidate.
C	Upto 2 joiners in a month Flat Rs.7500/- per candidate, 3 joiners in a month & above Flat Rs.12,500/- per candidate.
D	Upto 2 joiners in a month Flat Rs.10,000/- per candidate, 3 joiners in a month & above Flat Rs.17,500/- per candidate.

In case of a situation where a recruiter is having joiners in more than 1 category in a month but is not qualifying for incentives (JLP) individually in any category, then the joiners shall be clubbed together and applicable incentives shall be evaluated and given accordingly to slabs of the lower category.

Note: All Joiners considered above is after deduction of attrition/ drop outs etc.

Role Category	Definition
A	Any role where the per candidate billing (Invoice Value, excluding any client slabs/incentive is fixed) is between Rs. 10000 to Rs. 20,000/-. This would typically include hiring at B1 for TCS, PE/SPE for Cognizant and L12/L13 for Accenture, etc.
B	Lateral Candidates where the invoice rate is a fixed amount or is a fixed percentage of candidate CTC as per agreement with different clients and consequent per candidate billing is from 20,001/- to Rs. 1 lakhs. This would typically include hiring at B2/3 for TCS, SME/TL for Cognizant and L10/L11 for Accenture, etc.
C	Senior Candidates where per candidate billing is from Rs. 1,00,001 to Rs. 3 lakhs. This would typically include hiring at B5/B6/B7 for TCS, SDM/TM for Cognizant, C1/C2 for Wipro and L8/L9 for Accenture, etc.
D	Exec candidates where per candidates billing is upwards of Rs. 3,00,001.

Note:

To be eligible for JLP, employee should meet a qualifying slab in at least 2 months of a quarter.

1. JLP to be applicable after candidates complete three months (or 6 months as per agreement) with the organization in which he/she was placed and the payment for the candidate has been received from the client.
2. If the selected candidate's profile was given to the recruiter by some other recruiter, then only the person who sent the profile to the client would be treated as the profile owner and would be eligible for JLP for that candidate.

The recruiter /search consultant should be serving as a full time employee and shouldn't be on notice period when such incentive becomes payable

Annexure III

Leave Policy

The Leave policy shall be applicable/implementable for the calendar year period from January to December.

Reporting Time Policy:

- The regular office timing shall be as under:
  Monday to Friday : 09:30 am to 7.00 pm (Reporting Time 9:20 AM)
  Saturday : 09:30 am to 4.00 pm (Reporting Time 9:20 AM). Fixed Off – Last Saturday of every month.
- Employee will be marked as late if they report beyond the scheduled reporting time and up to 20 minutes beyond the reporting time. Arriving post 20 minutes of the respective reporting time will be treated as **Half day** subject to employee putting in a minimum of 6 hours.
- Each late mark **AFTER** the second instance in the same calendar month would be considered as half day & would lead to corresponding loss of pay.
- Calling/ messaging & Informing about late coming will **NOT** be treated as an "Approval".
- For the purpose of attendance calculation, the Bio-metric attendance (punch-in and punch-out) shall be treated as final.
- In the eventuality of an employee forgetting to Punch-In/ Punch-out, the same shall be ratified on E-Mail by the reporting officer within 2 working days from the date of such occurrence. A maximum of two such ratifications can be permitted in one calendar month for any employee.

Leave Policy: It is to be noted that granting of leaves is at Management discretion and is subject to work exigency. The leave policy is outlined as under:

During Probation Period-

1. The probation period for an employee shall be as specified in the appointment letter.
2. An employee is entitled to one casual leave, **AFTER** the completion of one calendar month from joining. Such leave shall be treated as "Planned Leave" only if prior E-Mail approval has been taken from the Reporting officer minimum 3 working days in advance. For Eg. If an employee joins on 7th of February, the completion of one calendar month shall be treated as 31st March and the leave can be taken in April.
3. During probation period any other leave taken will be treated as "Leave without pay".
4. Except in the pre-approved case of Academic pursuits (Exams), or in case of Ill-health of self or immediate family member (Father/ Mother/ Father-in-law/ Mother-in-law/Brother/ Sister/ Son/ Daughter), no leave shall be permitted; except as specified in clause 1 above. All medical leaves (beyond 1 day) for self/ Immediate Family member, shall be subsequently ratified/ approved, subject to submission of medical

certificate by the treating doctor. Any leave being taken for any exams should be accompanied with documentary evidence for the same. However, it is re-iterated that such leaves shall be treated as Leave Without Pay.

5. Sandwich leave Policy will be applicable during probation which is as follows:
    - If leave is taken on a Saturday (or Monday), then it would be considered as two days leave [Saturday (or Monday) and Sunday] and will lead to loss of pay for two days.
    - If leave is taken one day before or after a scheduled leave, then it would be considered as two days leave and will lead to loss of pay for two days.
    - Sandwich leave policy is also applicable pre & post of any National & Public Holiday.

Full-time Employees -

1. All Full-time/ Regular/ Contractual Employees are eligible for one Casual Leave or TWO Half Days per month. Such a leave (or Half day) shall be treated as "Planned Leave" only if prior E-Mail approval has been taken from the Reporting officer minimum 3 working days in advance.
2. An employee has to earn the leave in order to avail it. No Advance paid leave(s) would be granted.
3. Casual Leaves can be accrued or carried forward only within the same calendar year and shall lapse thereafter. A maximum of 3 consecutive leaves (includes any intervening holidays) can be taken at a stretch. Such leave shall be treated as "Planned Leave" only if prior E-Mail approval has been taken from the Reporting officer minimum 15 days in advance. Verbal approvals shall not be considered.
4. In case the planned leave is prefixed/ suffixed with any existing holiday (eg. National Holiday/ Sunday/ 4th Saturday or Corporation Holiday), then a maximum of 3 casual leaves can be taken at a stretch. However, for the purpose of calculation of no. of CLs utilised, the intervening, suffixed, prefixed holidays shall be included.
5. An employee who has completed one year with Stalwart & subject to leaves being available, can take a maximum of 6 leaves together (including intervening/suffixed/prefixed holidays) from Jan to June & 6 leaves from July to December. Such leave shall be treated as "Planned Leave" only if prior E-Mail approval has been taken from the Reporting officer minimum 15 days in advance. Verbal/ sms/ whatsapp approvals shall **NOT** be considered as a valid approval. All un-approved leaves will lead to "Loss of pay" for the duration of absence from work.
6. No Sandwich leave policy will be applicable in case of approved leaves as per points 1 to 5 above. In all other cases, sandwich leave policy shall be applicable.
7. Depending upon the business need the management has the right to cancel, amend or disapprove the leaves in spite the employee has the leave balance in his/her kitty.
8. Any leaves taken in excess to the above mention criteria, will go as an UPL. (Unplanned leave & will be loss of pay).
9. **Minimum 5 hrs. o**f work is required for consideration of Half day.

10. W.e.f from December 2020, all employees, who have completed a minimum employment period of 3 years with the Corporation shall be eligible for 3 days of earned leaves in a Calendar year from the fourth year onwards. The leaves are subject to email approval of the reporting officer and the approval should be taken minimum 30 days before such leave is planned. Such paid leaves can be prefixed/ suffixed with existing holidays/ Sundays but cannot be clubbed with any other form of leave (such as Casual Leave/ Sick Leave).
11. Employees who have completed more than 3 years have the option to encash the earned leaves instead of availing the leaves. **The earned leaves can be encashed @ Rs. 750/ day and the amount can be claimed in January of the subsequent year (after completion of 3 years) and each year thereafter.** This amount shall be encashable only if the employee is on the payroll of Stalwart group and has not tendered his/ her resignation or is not serving Notice Period at the time such encashment becomes due.
12. In case of employees being re-hired, the 1st day of employment shall be considered as the new date of hire and the period of service, during the previous association/ employment shall not be considered.

Medical Leave Policy:

1. Any medical leave taken during probation period or while serving Notice Period shall be treated as Leave without pay.
2. Medical leaves, beyond 2 days, if any, shall be approved, subject to submission of a medical certificate by a registered Medical practioner (Allopathic Doctor with min. MBBS). In case the medical leave is prefixed/ suffixed with scheduled holidays/ Sundays or includes intervening holidays, the entire period of absence shall be treated as a Medical Leave.
3. In case the employee fails to submit the medical certificate within 3 working days of having taken a medical leave, the duration of absence would be lead to loss of pay even if the employee has a leave balance.
4. All full-time employees are entitled to a maximum of 5 days of paid Medical leaves in a calendar year.
5. Any medical leaves taken beyond 5 days in a year, shall be approved, subject to submission of medical certificate from a registered medical practioner, but such leaves shall be treated as leave without pay.

Unplanned /Unscheduled leaves

1. Informing leaves or late coming by What's app, message, Colleague or parent, 3rd party intimation (except as covered in the clauses above) will invite **Two days salary deduction for each day (**Both Probation & Confirm Employee).
2. Next day the employee has to send the mail informing about the Absenteeism mentioning the reason in case any leave availed due to Medical emergency or it is unscheduled & unplanned leave.
3. Unplanned /Uninformed leave for continuous two days or more will be treated as NO SHOW which will could result into termination of the employment.

All leave approval/ ratification request should be marked on hr5@stalwartmanagement.com with CC to Adityavikram Gupta on aditya@stalwartmanagement.com

Holiday List for 2022

Date	Day	Name	Day
1-Jan	Saturday	New Year's Day	Official
26-Jan	Wednesday	Republic Day	
18-Mar	Friday	Holi	
15-Apr	Friday	Good Friday	Religious/ Optional Off
1-May	Sunday	Maharashtra Day	
3-May	Tuesday	Ramzan Id/Eid-ul-Fitar	Religious/ Optional Off
11-Aug	Thursday	Raksha Bandhan (Rakhi)	
15-Aug	Monday	Independence Day	
31-Aug	Wednesday	Ganesh Chaturthi	
2-Oct	Sunday	Mahatma Gandhi Jayanti	
5-Oct	Wednesday	Dussehra	
24-Oct	Monday	Diwali/Deepavali	
25-Oct	Tuesday	Diwali 2nd Day	
26-Oct	Wednesday	BhaiDuj	
25-Dec	Sunday	Christmas	
31-Dec	Saturday	New Year's Eve	

EMPLOYMENT AND CONFIDENTIAL INFORMATION AGREEMENT

This Agreement is made on this day of **24th May, 2022,** between **Stalwart Management Consulting**, a Company incorporated under Indian Companies Act having its registered office at **146/147, IJMIMA Bldg, Opp. Interface Bldg. Malad Link Road, Malad West, Mumbai-400064,** (which expression shall include its assigns nominees representatives and Successors etc.) and hereinafter referred as Employer and **Ms. Amreen Ansari.**

(Which expression shall include his/ her heirs and nominees etc) and herein after referred as an "Employee".

NOW THIS AGREEMENT WITNESSETH AS UNDER
Terms and Conditions:

Non-Disclosure: You undertake to not to disclose an information, or any business of the Company, or any other relevant knowledge which you have gathered during the course of your Employment to any third Party. In case by committing any such act of disclosure which results in any kind of losses to Company, or which may cause embarrassment to management or which results in losing business to Company's Competitor or any third Party, in that case also you are liable to indemnify the Company which includes all actual losses and consequential losses.

Intellectual Property Rights: During the Course of Employment, if any invention, discovery or product being made/ developed during Employment with the Company, the same shall be intellectual Property right of the Company and that the Employee shall not have any right or lien over that, unless specifically assigned to you in writing.

Professional Ethics: You are required to deal with Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with Company's money or material or intellectual property or of theft or dishonesty in dealing with Company's Property or documents, software's, business or theft or of misappropriation, regardless of the value involved, the your services would be immediately terminated, notwithstanding other terms and conditions mentioned in the Agreement. The Company further reserve its rights to initiate criminal and civil proceedings as per law, if found guilty. Apart from that if you commit any such act you are also liable to indemnify the Company for the losses suffered including consequential losers.

Safe Custody of Company material: You will be responsible for the safe keeping and good condition and order of all the Company Property entrusted to you to your care and charge. The company reserve the rights to deduct the cost of such articles from your dues, or take any such action as management of Company may deem proper, in the event of failure to account for such Property, to the satisfaction of the Company.

You have signed this document after complexly understanding the meaning and interpretation of the terms and conditions of this Agreement and have signed without any undue influence, pressure or coercion from any side.

Non Indulgence in the same business, You undertake and agree that you shall at no point of time during or after 3 years in the event of termination or otherwise leaving the employment use for his / her benefits and by entering into self-employment, trade or through partner or by a company use further for his or her benefits or disclose or divulge to other including future employers or competitors customers any such confidential information, trade secrets or any other proprietary date of the Employer in violation of this Agreement.

Notice period: **You agree that you will be required to give 45 Days' notice from the agreed date of joining and in the event of requisite period of notice not been given, you will be liable to compensate proportionally to the extent of your net Salary and allowances due for the actual period of shortfall in notice period.**

Failing to comply with this allows the company to initiate legal action against you& also the Experience & Reliving letter will not be issued. However, the decision to accept your net salary & allowances or not lies in the hands of management.

This payment needs to be made in the form of cheque / DD prior to the agreed last working date. A formal relieving or a no-dues letter will be released only on clearance of the cheque.

General:

a) You will be required to apply and maintain the highest standards of personal Conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the company policies.

b) Any violation of the above mentioned or any other Company procedures and Policies would attract action as per Company disciplinary policy in force. In the event of termination by Management on account of breach of disciplinary policy/integrity/ unsuccessful completion of training/breach of duties and responsibilities, which contravenes the express or implied conditions of your employment, the Management will not be liable to pay notice pay.

c) All programs, system designs, drawings, manuals, literature etc. developed by you, while in the company service will at all times be deemed to be sole property of the company. Also the company will, at all times, have the sole proprietary right in any new system which you may develop while in the company's service.

Arbitration and Equitable Relief:

(a) Arbitration. I**,Ms. Amreen Ansari,** that any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement, shall be settled by arbitration to be held at Mumbai and

under the Arbitration and conciliation act 1996 governed under Indian Law and the same shall be referred to the Institutional Arbitration of waqalat.com center for Arbitration and that the decision passed by the nominated Arbitrator shall be full and final and shall be binding on Parties.

(b) **Equitable Remedies**. I,**Ms. Amreen Ansari, agree** that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of the covenants set forth in this Agreement. Accordingly, I agree that if I breach any of such Sections, the Company will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Agreement. I further agree that no bond or other security shall be required in obtaining such equitable relief and I hereby consent to the issuance of such injunction and to the ordering of specific performance.

Date: 24th May, 2022.

Accepted and Signed

_____

Ms. Amreen Ansari,

Witnessed By

Mr. Parth Desai

In Witnesseth both the Parties sign this document on this 24th May, 2022.

For Stalwart Management Consulting.

Mr. Adityavikram Gupta
Director

Stalwart Hi-Tech Consulting LLP
146/147, 1st Floor, IJMIMA Bldg., Opp. Interface Bldg., Behind Goregaon Sports Complex, Mindspace, Malad (West), Mumbai - 400 064, Tel : 022 40458100
GST NO. 27ADYFS5573P1ZP URL : www.stalwartworld.com

Appointment Letter

Date: 09-08-2022

Dear Zoya SHAIKH,

We thank you for your time during the interview process. We would like to congratulate you on making the cut and thank you for promptly emailing the requested documents. We feel you'd be an amazing addition to our organization and truly exhibit the kickass – never-say-die and client-before-self approach that makes us all proud Stalwarts!

You'll be onboarding as **Recruitment Associate** in Stalwart Management Consulting and we hope to enjoy working with you from **01-06-2022**. You'll initially be joining and adding value to Mansi Sawant's team, who, we're sure will find you to be an irreplaceable asset in due course.

Stalwart Group offers firmly believes in adding value to every life that it touches. This belief exhibits itself via the plethora of learning opportunities that we Stalwartians enjoy while balancing fun at (and) work and delivering earth-shattering results to our clients.

We believe that an employee should be fully aware of what he/ she is getting into while chosing an employer. Accordingly, the appointment letter details the critical aspects and policies – things that you should be aware of – before taking the all-important decision of joining India's fastest growing HR Services firm.

Your services shall be engaged at a fixed Cost to Company (CTC) of Rs. 1,96,380/- per annum. The breakup for the fixed CTC is provided under Annexure I of this Offer letter.

You shall be on the payroll of M/s. STALWART HI TECH CONSULTING LLP (A Stalwart Group company) and the applicable compensation amount shall be credited to your bank account typically by the 5th of every month thru direct online fund transfer.

Your role is critical to the organization and your Key Result Areas (KRAs) are as outlined under Annexure II of this Offer letter.

The applicable targets are outlined under Annexure III of this Offer letter.

At Stalwart, we believe in sharing the success with our associates and have a fair and transparent incentive policy, which is outlined under Annexure IV.

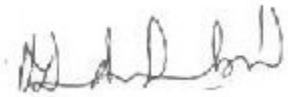
The details of the probation period and notice period are outlined under Annexure V. We'd like you to note that unlike most organisations, Stalwart issues a relieving letter to all separating employees, with the terms of separation mentioned and subsequently, the F&F is completed in the next salary payment cycle.

Stalwart group has a clearly defined attendance and leave policy as well. The same is covered under Annexure VI of this Offer letter.

Should you chose to sign up for the "Stalwart way of life", there's a daily pledge that we take; which will also help you understand the values of the group. The pledge is shared as Annexure VII of this offer letter.

We shall look forward to receiving your signed acknowledgement of this offer letter as a token of acceptance and my team and I keenly look forward to welcoming you to the Stalwart Family.

Warm Regards,



Mr. Adityavikram Gupta

Director – Group Operations

Stalwart World Group

Encl:

1. CTC / Compensation break up
2. KRAs
3. Targets
4. Probation and Notice Period policy
5. Attendance and Leave Policy
6. The Stalwart Pledge

Annexure I – CTC Details

Stalwart Hi-Tech Consulting LLP
146/147, 1st Floor, IJMIMA Bldg., Opp. Interface Bldg., Behind Goregaon Sports Complex, Mindspace, Malad (West), Mumbai - 400 064, Tel : 022 40458100
GST NO. 27ADYFS5573P1ZP URL : www.stalwartworld.com

Head	Monthly component	Annual component
Basic	15,000	1,80,000
HRA	825	9,900
VDA		
Allowances	25	300
Gross (A)		
Standard Deductions		
Employee PF	0	0
Employee ESIC	119	1,428
Professional Tax	200	2,500
In Hand Compensation (Rs) (B)	15,531	1,86,272
Additional Contributions by Stalwart towards your welfare		
Employer ESIC	515	6,180
Employer PF	0	0
Gratuity		
Cost to Company (C)	16,365	1,96,380

Annexure II – KRAs

As a part of the responsibilities, you would be expected to undertake various activities, some of which are enumerated as under:

1) Sourcing profiles based on given job descriptions
2) Telephonic Screening and shortlist profiles in the preliminary rounds of interview
3) Continuous interaction with the Hiring Managers and recruiters to understand roles and requirements and to plan and build a strong candidate pipeline.
4) Candidate management – Coordination and scheduling for interviews
5) Post offer engagements with the selected candidates
6) Develops strong in-house sourcing and assessment capabilities
7) Interview Feedback Collation and updation in the HRMS
8) Adherence to targets

KRAs:

Your Key Result Areas are categorized as under –

i. **Daily Delivery –** No. of profiles being shared with clients in case of Category C & D roles and No. of line-ups in case of Category A and B roles (as defined below)

ii. **Number of Joinees -** Related to candidates joining the client and completing the minimum applicable attrition-free period.

iii. **Revenue Generated -** The revenue (billing) generated due to the candidates sourced by you joining the clients and completing the applicable attrition-free period.

Annexure III – Revenue Targets

For the purpose of consideration of targets, the Term "Joinings" refers to candidates who are sourced and placed with our clients thru Stalwart Management Consulting and such candidates complete the minimum applicable employment period with the clients.

You shall strive to achieve the following targets during the course of your employment.

1. For Recruitment Associates – Frontline, a minimum of 5 monthly joinings of Category A or B, starting from the second month onwards.
2. For Recruitment Associates in lateral hiring, a minimum of 3 selects (of category B and above) within the first two months and thereafter, minimum 3 monthly joinings, starting from the fourth month onwards.
3. For Recruitment Associates in Leadership Hiring or Strategy/ Consulting hiring, a minimum of 2 selects (of Category C or D) within the first two months and thereafter, minimum 1 monthly joining of the same category, starting from the fourth month onwards.

Role Category	Definition of categories
A	Any frontline entry role (customer service/ voice/ data/ non-voice/ domain) where the per candidate billing (Invoice Value, excluding any client slabs/incentive is fixed) is under Rs. 20,000/-. This would typically include hiring at B1 for TCS, PE/SPE for Cognizant and L12/L13 for Accenture, etc.
B	Lateral Candidates where the invoice rate is a fixed amount or is a fixed percentage of candidate CTC as per agreement with different clients and consequent per candidate billing is from 20,001/- to Rs. 1 lakhs. This would typically include hiring at B2/3/4 for TCS, SME/TL for Cognizant and L10/L11 for Accenture, etc.
C	Senior Candidates where per candidate billing is from Rs. 1,00,001 to Rs. 3

	lakhs. This would typically include hiring at B5/B6/B7 for TCS, SDM/TM for Cognizant, C1/C2 for Wipro and L8/L9 for Accenture, etc.
D	Leadership or Consulting candidates where per candidates billing is upwards of Rs. 3,00,001.

Annexure IV – Probation and Notice Period

The world calls it a probation of 3 months but hey, this is a honeymoon period and just the time we need to understand each other better! In the unfortunate even that it doesn't work out, then a 15-day notice from both parties is all that's needed to say bye during this period.

While we'd like to have you with us till you retire from Stalwart, we understand that this may not always be possible. So while it'll genuinely be difficult for you to find something truly better than being a Stalwart, and difficult for us to find someone to fill up your shoes, we've come up with a notice period policy as under:

- For Associates and Senior Associate Levels - We'll settle for a 30 day notice period. The management, at its sole discretion, may allow you to buy out your notice period, in part or full, by paying one month's Salary (Basic + DA + HRA)
- For Team Leads and above – We'll need a 60 day notice. The management, at its sole discretion, may allow you to buy out your notice period by paying the applicable Salary (Basic + DA + HRA).

Annexure V – Leave and Attendance Policy

This policy shall be applicable/implementable for the calendar year period from January to December to all employees of Stalwart Management Consulting/ Stalwart Hitech LLP.

Workdays and Reporting Time Policy:

- The regular office timing shall be as under:
  Monday to Friday : 09:30 am to 7.00 pm (Reporting Time 9:20 AM)
  Saturday : 09:30 am to 4.00 pm (Reporting Time 9:20 AM). One Saturday (Typically the last Saturday) in a month would be an off.
- Employee will be marked as late if they report beyond the scheduled reporting time and up to 15 minutes beyond the reporting time. Arriving post 15 minutes of the respective reporting time will be treated as **Half day** subject to employee putting in a minimum of 6 hours work on that day.
- Each late mark **AFTER** the second instance in the same calendar month would be considered as half day & would lead to corresponding loss of pay.
- Calling/ messaging & Informing about late coming will **NOT** be treated as an "Approval".
- For the purpose of attendance calculation, the Bio-metric attendance (punch-in and punch-out) shall be treated as final.
- In the eventuality of an employee forgetting to Punch-In/ Punch-out, the same shall be ratified on E-Mail by the reporting officer within 2 working days from the date of such occurrence. A maximum of two such ratifications can be permitted in one calendar month for any employee.

Leave Policy: It is to be noted that granting of leaves is at Management discretion and is subject to work exigency. Each employee shall be entitled to two types of leaves – Earned leaves and Casual Leaves. The leave policy is outlined as under:

During Probation Period-

1. The probation period for an employee shall typically be 3 months or as specified in the appointment letter.
2. During probation period, the employee is not entitled to any paid leaves.
3. Except in the pre-approved case of Academic pursuits (Exams), or in case of Ill-health of self or immediate family member (Father/ Mother/ Father-in-law/ Mother-in-law/Brother/ Sister/ Son/ Daughter), no leave shall be permitted; except as specified in clause 1 above. All medical leaves (beyond 1 day) for self/ Immediate Family member, shall be subsequently ratified/ approved, subject to submission of medical certificate by the treating doctor. Any leave being taken for any exams should be accompanied with documentary evidence for the same. However, it is re-iterated that such leaves shall be treated as Leave Without Pay.
4. Sandwich leave Policy will be applicable during probation which is as follows:

- If leave is taken on a Saturday (or Monday), then it would be considered as two days leave [Saturday (or Monday) and Sunday] and will lead to loss of pay for two days.
- If leave is taken one day before or after a scheduled leave, then it would be considered as two days leave and will lead to loss of pay for two days.
- Sandwich leave policy is also applicable pre & post of any National & Public Holiday.

Casual Leaves for Full-time Employees –

1. An employee shall be entitled to a total of 8 casual leaves in a calendar year. Casual leaves can be availed for a minimum of half a day to a maximum of three days. Beyond this, leaves should be availed as earned leave or privilege leaves. To avail half day, an employee would need to be present at work for a minimum of 6 hours.
2. A maximum of 3 consecutive casual leaves (includes prefixed, suffixed or any intervening holidays) can be taken at a stretch. Such leaves shall be treated as "Planned casual Leave" only if prior E-Mail/ system approval has been taken from the Reporting officer minimum 3 days in advance. Verbal approvals shall not be considered to be valid.
3. In an exceptional case, the reporting manager is authorised to approve the casual leave request of an employee with one-day prior intimation. The reporting manager reserves the right to reject casual leave application in case of multiple instances of last moment intimation from the employee.
4. In case of unapproved Casual leaves, there would be loss of pay equivalent to double the number of days of absence.
5. The Casual leaves are not encashable and shall lapse in the same year and cannot be rolled over or carried forward into the next year.

Unplanned /Unscheduled leaves –

1. Informing leaves or late coming by What's app (beyond the timelines as per the workday and reporting time policy), message, Colleague or parent, 3rd party intimation (except as covered in the clauses above) will invite **Two days' salary deduction for each day**.
2. Next day the employee has to send the mail informing about the Absenteeism mentioning the reason in case any leave availed due to Medical emergency or it is unscheduled & unplanned leave.
3. Unplanned /Uninformed leave for continuous two days or more will be treated as NO SHOW which will could result into termination of the employment.

Earned Leaves (EL) for Full-time Employees –

1. An employee is eligible to get earned leaves upon confirmation on successful completion of the probation period.
2. An employee would be entitled to a maximum of 18 ELs annually. Section 18(3) of The Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Act stipulates that the earned leave should be 1 day for every twenty days worked. The relevant Section pertaining to Earned Leave is reproduced below for your easy reference: Section 18(3) Every worker who has worked for a period of two hundred and forty days or more in an establishment during a calendar year shall be allowed during the subsequent calendar year, leave with wages for a number of days calculated at the rate of one day for every twenty days of work performed by him during the previous calendar year. (4) Subject to the provision of clause (3) every worker, who has been employed for not less than three months in any year, shall for every sixty days on which he has worked during the year be allowed leave, consecutive or otherwise, for a period of not more than five days. (5) Every worker shall be permitted to accumulate earned leave upto a maximum of forty-five days.
3. To ensure adequate relaxation and rejuvenation, an employee shall utilise a minimum of 7 days (and a maximum of 18 days) of earned leaves annually.
4. The balance ELs can be encashed at the prevalent salary (rate of Basic + DA) in part or in whole.

All leave approval/ ratification request should be marked to the respective TLs with cc to hr5@stalwartmanagement.com & to Adityavikram Gupta on aditya@stalwartmanagement.com

Stalwart Hi-Tech Consulting LLP
146/147, 1st Floor, IJMIMA Bldg., Opp. Interface Bldg., Behind Goregaon Sports Complex, Mindspace, Malad (West), Mumbai - 400 064, Tel : 022 40458100
GST NO. 27ADYFS5573P1ZP URL : www.stalwartworld.com

Holiday List for 2022

Date	Day	Nature of Holiday	Day
1-Jan	Saturday	New Year's Day	Can be offset with CL/ ELs
26-Jan	Wednesday	Republic Day	Mandatory Off
18-Mar	Friday	Holi	Can be offset with CL/ ELs
15-Apr	Friday	Good Friday	Can be offset with CL/ ELs
1-May	Sunday	Maharashtra Day	Mandatory Off
3-May	Tuesday	Ramzan Id/Eid-ul-Fitar	Can be offset with CL/ ELs
11-Aug	Thursday	Raksha Bandhan (Rakhi)	Can be offset with CL/ ELs
15-Aug	Monday	Independence Day	Mandatory Off
31-Aug	Wednesday	Ganesh Chaturthi	Can be offset with CL/ ELs
2-Oct	Sunday	Mahatma Gandhi Jayanti	Mandatory Off
5-Oct	Wednesday	Dussehra	Can be offset with CL/ ELs
24-Oct	Monday	Diwali/Deepavali	Can be offset with CL/ ELs
25-Oct	Tuesday	Diwali 2nd Day	Can be offset with CL/ ELs
26-Oct	Wednesday	BhaiDuj	Can be offset with CL/ ELs
25-Dec	Sunday	Christmas	Can be offset with CL/ ELs
31-Dec	Saturday	New Year's Eve	Can be offset with CL/ ELs

Stalwart Hi-Tech Consulting LLP
146/147, 1st Floor, IJMIMA Bldg., Opp. Interface Bldg., Behind Goregaon Sports Complex, Mindspace, Malad (West), Mumbai - 400 064, Tel : 022 40458100
GST NO. 27ADYFS5573P1ZP URL : www.stalwartworld.com

Annexure VI – The Stalwart Pledge

I'm a Star at Stalwart and Recruitment is my career of choice.

I add value and provide growth opportunities to individuals and organisations by empowering them to realise their own potential.

I am fair and ethical in my approach to clients and candidates, alike and strive to do not just things rightly but also to do the right things every time.

I will continue to enrich myself thru constant learning.

I will deliver value and work with passion, enthusiasm and above all conviction.

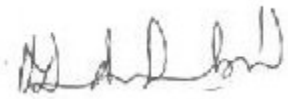
Date: 09-08-2022

Accepted and Signed

_____

Zoya SHAIKH

For STALWART HI TECH CONSULTING LLP



Mr. Adityavikram Gupta

Director – Group Operations

Compensation Revision Letter

Date: September 26,2022

Name : **Priyanka Patro**

SC# : **75090568**

GCM : **1**

Designation : **Officer KPO**

Dear Priyanka,

We would like to inform you that your compensation has been revised to **INR205000/- per annum, effective July 01,2022**

We would like to reiterate that any communication regarding your terms of employment, benefits or compensation must be in writing and signed by the authorized Human Resources representative of the company. No other communication will be binding or effective.

All other terms and conditions of your employment remain unchanged.

Look forward to your continued commitment and contribution in the coming years.

Yours Sincerely,

For Syntel Private Limited,

Nasir Shaikh
Head - Human Resources

Gmail **Shruti Kotegar <kotegarshruti@gmail.com>**

Offer for Online Marketing Executive Position

2 messages

Mumbai Sejalgems <mumbai@sejalgems.in> Mon, May 23, 2022 at 1:47 PM
To: kotegarshruti@gmail.com

Dear Shruti M Kotegar

Congratulations on your offer from Sejal Exports (India)! We are delighted to offer you the position of Online Marketing Executive with an anticipated start date of 01st June 2022.

As work attributes already been discussed during your interview, If you choose to accept this opportunity, Kindly revert to the mail by 25th May 2022.

In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly at **+91-72767-77254** if you have any questions or concerns.

We look forward to hearing from you and hope you'll join our team!

Best regards,

Sejal Exports (India)
DC-7221, Bharat Diamond Bourse,
Bandra Kurla Complex, Bandra (E),
Mumbai-400051, India
Tel : +91 22 4043 1111
Fax : +91 22 4043 1199

Shruti Kotegar <kotegarshruti@gmail.com> Mon, May 23, 2022 at 1:49 PM
To: Mumbai Sejalgems <mumbai@sejalgems.in>

I accept the offer. Sir I would be glad to work with your company
[Quoted text hidden]

506/506-A, Hyde Park,
Sakivihar Road,
Andheri (East),
Mumbai – 400 072
India.
Telephone: +9122 61679700
Facsimile: +9122 61679650
www.marcusevans.com

16th June, 2022.

To,
Hafiza Feroz Khan
Room No 67, S V Road,
Sevanagar, Prabhat Colony,
Santacruz East, Mumbai - 400055

Dear **Hafiza**,

I have the pleasure in confirming our offer of an appointment with ME Indian Conferences Pvt Ltd.

Role and Commencement Date

Your position will be **International Sales Executive**. Please note that the content of your job may change from time to time. Your start date will be **Monday 20th June, 2022.**

Remuneration

Your starting salary will be **INR 22,000** per month with monthly commissions paid on all checked in business, with **INR 3,000** guarantees in your first three month.

Annual Leave
Annual leave is 12 working days per annum from the date of commencement. The holiday year runs from 1 January to 31 December and the holiday entitlement accrues at the rate of 1 day for each completed month of service. Holiday entitlements cannot be carried over from one year to the next year.

Hours of Work

Normal office hours are 8.30am to 5.30pm Monday through Thursday, Friday from 8.30am to 5.00 pm.

Employment Contract

The terms of this offer are subject to the terms and conditions set out in the employment contract, which will be given to you on your last day of your initial training with the Company, to sign and return.

506/506-A, Hyde Park,
Sakivihar Road,
Andheri (East),
Mumbai – 400 072
India.
Telephone: +9122 61679700
Facsimile: +9122 61679650
www.marcusevans.com

Please confirm your acceptance of this offer to me before the commencement date of employment. You may also confirm your acceptance by Email.

We believe we are able to provide you with a career that you will find rewarding and stimulating and look forward to welcoming you to marcusevans.

Yours sincerely,

Mark Christopher
General Manager, India

Acceptance by the Employee

I, **Hafiza Feroz Khan (Pan No:**KBMPK1634R**)**, accept this offer of employment with ME Indian Conferences Pvt Ltd. in accordance with the terms and conditions set out above.

Signed: ..... Date: 16/6/22

Zoho Sign Document ID: OSUSMHSJUK7MQGB1SPLATNRWOZZUB3FIKIKHNOCWYW

QYUKI

BBI

Date: 20th July 2022

To,
Nazar Sayed,
Antriksh CHS, Room No.5,
Near Pehalvi Hotel, Bazar Road,
Bandra west, Mumbai-400050 ("**Consultant**").

CONSULTANCY AGREEMENT

Dear Nazar,

We hereby confirm your engagement by Qyuki Digital Media Private Limited (the "**Company**") with effect from, 20th July 2022 till 31st October 2022 ("**Term**") and upon the terms mentioned herein relying upon the representations made by you with respect to your academic education, background and work experience.

Your engagement by the Company is subject to the terms and conditions contained in this Consultancy Agreement and the Company's policies incorporated herein by reference (hereinafter the "**Consultancy Agreement**").

1. **Posting / Location**

1.1 You will be required to work at the Company's office at 7-8 Hari Niwas building, 30th Cross Road, Off SV Road, Bandra west, Mumbai 400050 or at such other place as the Company may direct without being entitled to any extra remuneration (the "**Company's Office**").

1.2 You will be required to be present at the Company's Office for a minimum 21 (Twenty-Five) working days every calendar month during the Term of your engagement, subject to the following:

1.2.1 You will attend the Company's Office for 5 (Five) working days every week, failing which you will make up such deficit days in the immediately succeeding week; and

1.2.2 Each working day shall consist of at least 9 (Nine) working hours.

1.3 You also agree to devote such time to the business of the Company, to the best of your skills and abilities and to always promote the interests and welfare of the Company.

2. **Position Title and Responsibilities**

2.1 You are engaged as – Finance – Intern.

Date: June 21, 2022

Emp Temp Code: 2221715515
Raghavendra Shivanand Prabhu
House No. 429, Patil Pada, Khar Danda, Khar (w), Mumbai - 400052,
Maharashtra, India

Contact No: +919322509947

Letter of Appointment

Dear Raghavendra,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Voice**. You are required to report for duties on **June 21, 2022** ("**Joining Date**") at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.

2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.

3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.

5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time **("Probation Period")** if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.

6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

   The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

JOB: CSA

Electronic Offer 1

Required fields are marked with an asterisk.

Offer Letter

Date: December 16, 2021

Sub: Offer of Employment

Dear Shakib,

We are pleased to make you an offer of employment at Firstsource Solutions Limited**("Company")**, for the position of **CSA,** H2 at the company's Mumbai office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	5,625.00
Dearness Allowance	1,300
House Rent Allowance	2,813
CCA	1,631
Special Allowance	1,531
Statutory Bonus/ Incentive/ Ex-Gratia *	4,080
GROSS SALARY	**16,980**
PF (12% of Basic) – Co Contribution	631
Gratuity(4.8% of Basic)*	332
ESI (3.25% of Gross) - Co Contribution	507
RETIRALS	**1,470**
Conduct Incentive p.m	**100**
SALARY (p.m.)	**18,750**

SALARY (p.m.)	**18,750**
SALARY (p.a.)	**225,000**

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972.
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952.
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965.
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	December 17, 2021
Time of joining	2:00:00 PM

Statutory deductions & payments will be applicable in accordance with your eligibility under law. Any incentive / performance / variable pay will be applicable as per your eligibility under company policies. You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till December 17, 2021 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited

Shahul Karim
SVP – Human Resources

* Response

Accept the offer

* Electronic Signature

Please sign using your Last Name

Date:

IP Address:

Submit

Print Preview

PhillipCapital (India) Pvt. Ltd.
No. 1, 18th Floor, Urmi Estate, 95, Ganpatrao Kadam Marg,
Lower Parel West, Mumbai - 400 013. India
Tel: +91 22 24831919 / 66551221 Fax: +91 22 24942056
contact@phillipcapital.in : www.phillipcapital.in
CIN: U92403MH1999PTC123359

Arzu Bano Abdul Aziz Padiyar **Date: Aug 04, 2022**
10, Chancellor House,
Near Jumma Masjid, 1st Hasnabad Lane,
Santacruz West, Mumbai – 400 054

Dear Arzu

We have pleasure in offering you employment on the following terms on behalf of PhillipCapital (India) Private Limited.

1. ENGAGEMENT:

You will be employed as **Assistant Manager** with effect from **Aug 10, 2022.** You may be assigned to any place of work in India or abroad. The Company reserves the right to vary the nature of your employment within reason.

2. TERM:

Your employment shall be initially for a probation period of 6 months and thereafter for a minimum contract period of two years. Based on your satisfactory performance during the probation period your employment shall be confirmed unless terminated in accordance with paragraph 10 of this letter.

3. BEST ENDEAVOUR:

You shall use your best endeavor in the performance of your duties with the company and if the exigencies of business so require, work on Sundays and Public Holidays and at such hours as may be required for the proper performance of your duties.

4. DUTIES:

You will be required to undertake such duties as would be assigned to you in the proper performance of your employment, which includes working in shifts. The company reserves the right to assign to you on a temporary basis, duties outside the nature of your employment.

Arzu Bano Abdul Aziz Padiyar

aastey Designs Pvt. Ltd.
www.aastey.com

8th July, 2022

B-803, Eight floor,
Ganga Jamuna Sangam
14th and 24th Road,
Khar west
Mumbai 400052

Hello Noel,

We would like to congratulate you on being selected for a **full time Internship** as a 'scm intern- customer and order management' at aastey.

Job Title: scm intern- customer and order management'
Internship Period: 2 months
Start Date: 11th July, 2022 (In-office)
End Date: 11th September, 2022
Hours: Monday to Saturday: 45 hours a week. (Saturday is half day work from home)
Ad hoc work over the weekend if required.
Pay during Internship: Rs. 8,000/month - One day off per month

Outcome: Candidate will receive an internship certificate on the completion of this internship. Anytime during or after this internship, candidates will be offered an opportunity to interview for a full time position with a CTC as per industry standards.

Expectations: Candidates having their own hardware and internet. Candidate to inform over chat when unavailable during work hours. Candidates can take one day off in a month during the probation period besides the weekend that needs to be informed in an email. All formal work, to be submitted over email. All work done at aastey is a property of aastey. Depending on the workload, T&C can be mutually discussed.

Please review the Holiday Policy documents to understand the benefits of full time employment.

aastey Designs Pvt. Ltd.
www.aastey.com

Job Description:
Key Roles:

Handling customer queries, tracking inventory, tracking orders, learning everything hands-on with scm.

Your job role would be to do everything that requires our new company to grow. Your job could include ‘mundane’ things like research database building etc. exciting creative work like designing a website, creating social media designs, collaterals, editing pictures, videos etc. An ideal employee could be anyone who has the most solid work ethic and has the potential skills and drive to grow in & with the company.

What you achieve through this opportunity is completely in your control.

Terms & Conditions: Aastey is a startup and all policies legally defined by Aastey Designs Pvt. Ltd. will be applied to this job offer.

We look forward to your acceptance, no later than 10th July, 2022.

Name of the candidate	HR
Noel D’cunha	Tania Lawrence
Signature	Signature
Signed on:	8th July, 2022

Appointment Letter

Dear **Ms. Zoima Abdul Majeed,**

We are pleased to appoint you as **Customer service Executive at** 3CAD Hospitality LLP
on the followingterms and conditions:

1. You will be entitled to a **CTC** salary of **Rs.22716/-** per month which is subject to statutory deductions and any company benefits opted for. We expect you to join us on **1st June 2022**

2. Your roles and responsibilities will be communicated to you after the first month.

3. It is expected that you will perform your assigned responsibilities with high standard of performance, quality, integrity, and discipline.

4. You will be on probation for a period of two months from the date of your joining. The probation period may be extended for such term as may be considered appropriate by the Management. Upon satisfactory completion of your probation, your services will be confirmed by written order with the Company.

5. The services can be terminated by either party by giving two-month notice or salary in lieu thereof. During the probationary period and any extension thereof, your services may be terminated by giving one-week notice or salary in lieu thereof.

6. Upon termination of employment, you will also return all company property, which may be in your possession. It would be obligatory on your part to get a proper relieving letter from the Management before your services are deemed to be concluded.

7. You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.

8. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amended from time to time.

9. Your appointment is subject to your being medically sound and remaining medically fit.

10. If you are eligible for incentives, then the annual bonus will not be applicable and vice versa.

11. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

You are requested to sign this letter, signifying your acceptance of the same, for our records.

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same

_____
(Employee Signature & Date)

_____
Authorised Signatory
Partner
3CAD Hospitality LLP

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as the **"Agreement"**) is made at Mumbai this **May 16th day of 2022**, by and between:

3CAD HOSPITALITY LLP, a limited liability partnership incorporated under the provisions of the Limited Liability Partnership Act, 2008 having LLPIN NO. **AAJ-0704** and having its office at 207, Veena Beena Shopping Center, Turner Road, Bandra West, Bandra Suburban, Mumbai 400050 (hereinafter referred to as "**FoodDarzee**" which expression shall include its successors and permitted assigns) of the **One Part**;

AND

Ms. Zoima Abdul Majeed, an adult Indian inhabitant, having **Pan No. –[]**and having his permanent address
[]. (Hereinafter referred to as the ("**Employee**") of the **Other Part**.

Each of the aforesaid shall hereinafter be referred to individually as a "**Party**" and collectively as "**Parties**".

NOW IT IS AGREED BY AND BETWEEN THE PARTIES AS UNDER:

1. Engagement and scope of services

FoodDarzee appoints the Employee and the Employee hereby accepts the appointment as Nutritionist**.** The Employee will report to **Ms. Zoima Abdul Majeed** or such person as notified by FoodDarzee from time to time.

1.1 The appointment will be effective from **1st june, 2022**, until terminated as per the terms contained in this Agreement. The Employee shall provide the Services at the office of FoodDarzee or any other place as decided by FoodDarzee. The Employee's engagement shall be locked-in for the duration of the Term, during which time the Employee shall not be allowed to terminate this Agreement. Provided that FoodDarzee shall, in its sole discretion, be entitled to relieve the Employee's engagement (with or without any notice period) upon receipt of a written notice from the Employee seeking to terminate this Agreement.

1.2 The Employee shall render such Services as determined by FoodDarzee.

1.3 The Employee shall adhere to the time schedules, work processes, technical standards, protocols and other requirements as decided upon and instructed by FoodDarzee to the Employee from time to time. FoodDarzee shall have absolute discretion in the determination of the Services required of the Employee including the form and manner of performance.

1.4 The Employee shall during the Term, devote full attention exclusively for FoodDarzee's work and responsibilities assigned to him and shall not, be employed, involved or otherwise engaged with any person or entity, without first obtaining the prior written consent of FoodDarzee.

1.5 The Employee will retire from the service of FoodDarzee on attaining 65 (sixty-five) years of age. For this purpose, the official record of your date of birth with FoodDarzee declared by you will be final and binding and that you will be bound by such date of birth in all service matters with FoodDarzee.

1.6 The Employee shall submit any documents as specified by Food Darzee at the time of signing this Agreement, and upon the confirmation of his appointment subject to the terms hereof.

2. Salary

The Employee shall be paid compensation as set out in **Annexure C** (the "**Fee/ Salary**"). All payments shall be subject to appropriate tax deductions as may be applicable from time to time. The Employee hereby acknowledges and confirms the adequacy of the Fee towards the performance of the Services and obligations.

3. Employment Warranties

3.1 The Employee represents and warrants to FoodDarzee that the Employee has the legal right to enter into this Agreement and to perform his obligations hereunder and that there is no contract, agreement or understanding with any person, partnership, company or any other entity restricting or preventing him from performing his obligations under this Agreement.

3.2 The Employee shall perform the Services and obligations including such other services as may be required and intimated to the Employee by FoodDarzee from time to time and the Employee agrees to perform such Services effectively and promptly for FoodDarzee to the best of his ability.

3.3 The Employee shall deal with FoodDarzee's money, material, goods, products, property and/or documents with utmost honesty and the highest level of professional ethics. If the Employee is found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the aforesaid money, material, documents, etc. and/or of theft or misappropriation, regardless of the value involved, this Agreement will stand terminated with immediate effect, notwithstanding other terms and conditions mentioned in this Agreement.

4. Probation Period and Performance Review

4.1 It is agreed and accepted by the Employee that the first two (2) months of service shall constitute a probationary period, which period may be extended further based on Employee's assessment by the management of FoodDarzee. During this probation period, the Employee agrees and undertakes to undergo training programs of FoodDarzee in connection with the Services to be provided by the Employee under this Agreement.

4.2 Performance reviews will be done on a quarterly basis. The Employee's annual increments are discretionary and will be subject to and on the basis of effectiveness of his performance during the period as also the performance and results of FoodDarzee.

5. Confirmation

The Employee agrees and has understood that upon the successful completion of the training by the Employee within the stipulated probation period, FoodDarzee at its sole discretion shall issue an email or other written confirmation to the Employee regarding completion of his/her training.

6. Confidentiality and Intellectual Property Rights

The Employee hereby agrees and confirms that the Employee shall at all times, adhere to the "Confidentiality and Proprietary Information Agreement" attached hereto as **Annexure B**.

7. Restrictions

The Employee agrees that the terms & conditions applying to his/her association are strictly confidential. Any disclosure of these terms & conditions to third parties constitutes a breach of the Employee's association. However, FoodDarzee may disclose the terms of the Employee's appointment / Association as may be required under any applicable laws or regulations. The Employee will not disclose any information regarding the affairs of FoodDarzee which may come to his knowledge during the Term, if such disclosure is prejudicial to the interest of FoodDarzee.

8. Waiver of Rights

The Employee expressly waives any rights, which can be exercised by virtue of membership with any association or guild such as payment of any Salary, Fees conveyance, etc. The Employee agrees that the Salary contemplated in this Agreement is adequate and sufficient and FoodDarzee will not be required to pay any Salary other than what is stated in the Agreement.

9. Term and Termination

9.1 Subject to clause 1.2, this Agreement shall come into force upon the execution of the same and shall continue to remain valid unless terminated as detailed herein.

9.2 During the probation period, FoodDarzee may terminate this Agreement by giving 7 (seven) days' prior notice in writing or Salary in lieu of the notice.

9.3 After the probation period, either the Employee or FoodDarzee may terminate this Agreement by **1 (One) Month** prior written notice. On getting a written confirmation from FoodDarzee, the employee may terminate the agreement by paying the salary in lieu of the notice.

9.4 It is hereby clarified that the employment of the Employee shall not be deemed to be terminated until the Employee is provided with a relieving letter issued by the FoodDarzee.

9.5 The Services of the Employee are liable to be terminated by FoodDarzee immediately as a result of the Employee's misconduct, disloyalty, act or omission involving moral turpitude or any act of indiscipline or unsatisfactory performance or breach of the terms hereof. In such an event the Employee will not be liable to get any compensation for such termination.

9.6 In the event the Employee is absent or takes unauthorized leave beyond 2 (two) days without giving a prior notice /intimation to FoodDarzee in writing or remains absent beyond the period of leave originally granted or subsequently extended, beyond 2 (two) days, the services of the Employee shall be considered as having voluntarily terminated/abandoned his/her employment with FoodDarzee without any notice.

9.7 In the event of termination of this Agreement, the appointment of the Employee with FoodDarzee will cease and the provisions of this Agreement (other than the provisions of Clauses 7 (*Restrictions*), 6 (*Intellectual Property Rights*), 9 (*Term and Termination*), 12 (*Indemnity*) and 13 (*Non-Solicitation and Non-Compete*) hereof, or sub-clauses thereof, as relevant, shall survive the termination of this Agreement) shall have no further effect.

10. Standard Code of Conduct & Work Ethics

The Code of Conduct and Service Rules ("**Code**") sets out the standards of behaviour expected. This shall be defined by the management from time to time. All employees are bound by the Code. The Employee will be provided with a complete employee handbook with detailed information of list of holidays, leave policy and dress code.

11. Notices

11.1 Any Notice required to be sent under this Agreement shall be sent or delivered to the receiving Party at the address set forth at the beginning of the Agreement, or at such other address as the Parties may from time to time designate in writing.

11.2 Any Notices and other communications to be sent under this Agreement are to be sent by hand delivery, registered airmail, email and/or courier.

11.3 Any notices and other communications shall be deemed to have been validly given (a) in the case of any notice delivered by hand, when so delivered; (b) If sent by courier or pre-paid post on the third (3rd) clear day after the date of such posting; (c) in the case of email, on the date sent if confirmation of receipt is received.

11.4 Any Party may, from time to time, change its address or representative for receipt of notices or other communications provided for in this Agreement by giving to the other not less than 15 (fifteen) days prior written notice.

12. Indemnity

12.1 The Employee hereby indemnifies FoodDarzee and keeps FoodDarzee at all times fully indemnified from and against all losses, actions, proceedings, claims, demands, costs, awards, and damages however arising, directly or indirectly, as a result of any breach or non-performance by the Employee of any of the Employee's undertakings or warranties or obligations under this Agreement.

13. Non-Compete and Non-Solicitation

The Employee shall not during the term of this Agreement or for a period of 1 (one) year thereafter, either directly or indirectly:

13.1 On his own or jointly with any other person, company or entity, own, carry on and/or be engaged, directly or indirectly, in any business which competes with the business carried on by FoodDarzee, and/or any other business carried on by itself or its affiliates, including any business which provides or serves ketogenic meals, macro counted meals to customers.

13.2 Attempt, in any manner, to solicit business from or canvass any customer or any prospective customer of FoodDarzee, except on behalf of FoodDarzee or its affiliates, the business of the type carried on by FoodDarzee or to persuade a customer or any prospective customer to cease doing business or to reduce the amount of business which any such customer or prospective customer has customarily done or might propose doing with FoodDarzee whether or not the relationship between FoodDarzee and such customer or prospective customer was originally established in whole or in part through his efforts;

13.3 Employ or attempt to employ or assist anyone else to employ any person who is in the employment of FoodDarzee or was in the employment of FoodDarzee or any of its subsidiaries or affiliates at any time.

13.4 Any products developed, recipes formulated, software developed, websites developed, graphical designs created, videos created, and any other work done by the Employee in relation to the work done at FoodDarzee, shall be deemed to be owned by FoodDarzee for all purposes.

14. Remedies

The Employee hereby acknowledges and agrees that this Agreement is a contract for personal services and production of the commercial/s is of a unique, unusual and extraordinary character. Any disruption in the performance of Services and obligations by the Employee shall cause loss to the production of the commercial/s, for which FoodDarzee shall be entitled to seek any remedy that may be available to FoodDarzee at law or in equity, including but not limited to damages.

15. General

15.1 Force Majeure

Neither Party shall be liable to the other for any failure of performance hereunder which is due to a so-called act of God, accident, fire, lockout, strike or riot or civil commotion, severe illness requiring hospitalization, quarantining, or disfigurement of the Employee, failure of technical facilities or any regulation or order of the Government of India or any State Government or any statutory or judicial authority not within the reasonable control of the defaulting Party, or any other act being deemed an act of force majeure.

15.2 No Partnership

Nothing herein shall or shall be deemed to create any partnership or joint venture between the Parties hereto and neither Party shall hold itself out as the agent of the other.

15.3 Assignment

FoodDarzee shall be entitled to assign its rights and obligations under this Agreement either wholly or in part to any person, company, entity whatsoever as FoodDarzee may deem fit. The Employee shall not be entitled to assign any of its rights and obligations under this Agreement to any person whatsoever.

15.4 Entire Agreement, Variation

This Agreement supersedes all prior agreements and arrangements and constitutes the entire agreement between the parties with respect to the subject matter hereof and no addition to or variation of any of its terms shall be valid unless in writing and signed by a person duly authorized on behalf of each Party.

15.5 Waiver

The failure of any party to enforce at any time any of the provisions of this Agreement shall not be construed to be a waiver of such right power privilege or remedy or as a waiver of any preceding or succeeding breach by the other party to this Agreement nor shall any single or partial exercise of any right power privilege or remedy preclude any other or further exercise of such or any other right power privilege or remedy provided in this Agreement all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to a party at law or in equity.

15.6 Severance of Terms

If any provision in this Agreement becomes invalid or illegal or adjudged unenforceable, the provision shall be deemed to have been severed from this Agreement and the remaining provisions of this Agreement shall not, so far as possible, be affected by the severance.

15.7 Specific performance

The Parties agree that damages may not be an adequate remedy and the Parties shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the other Party from committing any violation or enforce the performance of the covenants, representations and obligations contained in this Agreement. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Parties may have at law or in equity, including a right for damages.

15.8 Binding Effect

This Agreement shall be binding upon and inure to the benefit of each of the Parties hereto and their respective successors and assigns or, as the case may be, permitted assigns.

15.9 Counterparts

This Agreement may be signed in any number of counterparts, each of which is an original and all of which, taken together, constitutes one and the same instrument.

16. Dispute Resolution

Subject to Clause 17 below, any and all claims, disputes, questions or controversies involving the Parties and arising out of or in connection with this Agreement, or the execution, interpretation, validity, performance, breach or termination hereof (collectively, "**Disputes**") shall be referred to arbitration to a person appointed by FoodDarzee and the Employee has agreed and consented to such appointment of the aarbitrator. The place of arbitration shall be in Mumbai, Maharashtra. The language of the arbitration shall be English. The award passed by the arbitral tribunal shall be in English and final and binding upon the Parties herein.

17. Law and Jurisdiction

Subject to the foregoing, this Agreement shall be governed by and construed in accordance with the laws of India and the parties hereby submit to the exclusive jurisdiction of the courts of Mumbai in respect of any dispute arising in connection herewith.

IN WITNESS WHEREOF THIS AGREEMENT HAS BEEN ENTERED INTO BETWEEN THE PARTIES ON THE EFFECTIVE DATE:

SIGNED AND DELIVERED for and on behalf of **3CAD HOSPITALITY LLP**

By :_____
Name :
Title : Co - Founder

SIGNED ON BEHALF OF _____

By :_____
Name :
Title :

ANNEXURE B
EMPLOYEE COVENANTS
Confidentiality and Proprietary Information Agreement

In consideration of employment as an employee with FoodDarzee, the undersigned (the "**Employee**") agrees and covenants as follows:

1. Employment with FoodDarzee as an employee (the "**Engagement**"), will give the Employee access to proprietary and confidential information belonging to FoodDarzee, its customers, its suppliers and others, including but not limited to, Business Information, Intellectual Property Information, Trade Secrets, etc. in relation to any products conceptualized, created and formulated by FoodDarzee and furnished to You either in writing, orally, electronically, digitally, by access to computer systems or data and/or otherwise, for the satisfactory rendition of Your services and responsibilities as set out above (hereinafter collectively referred to in this Agreement as "**Confidential Information**"). Confidential Information includes but is not limited to customer lists, supplier lists, marketing plans, proposals, contracts, technical and/or financial information, databases, software and know-how whether pertaining to FoodDarzee. All Confidential Information remains the confidential and proprietary information of FoodDarzee.

2. For the purposes of this Agreement, the following terms shall have the following meaning ascribed to them:

2.1. "**Business Information**" shall mean and include all information in relation to anything conceptualized, created and formulated by FoodDarzee and shall include, but not be limited to, all intellectual property, business plans, financial information, products, services, manufacturing processes, prototypes, formulae, preparations and know-how, technical information, sources of supply, strategic plans, advertising and marketing plans, customer lists, sales, profits, pricing methods, personnel and business relationships, etc. in connection with the same;

2.2. "**Intellectual Property Information**" shall mean and include information relating to research and development, discoveries, improvements, processes, recipes, macros, preparations, know-how, drawings, specifications, samples, formulae, compositions, notes, patents, copyrights, trademarks, trade names, and patent, trademark and copyright applications in connection with the conceptualized concept, created and formulated by FoodDarzee;

2.3. "**Trade Secrets**" shall mean information, in relation to the conceptualized concept, created and formulated by FoodDarzee that (i) derives independent economic value, actual or potential, from not being generally known to, and not being easily/readily ascertainable by other persons who can obtain economic value from its disclosure or use, and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

3. As referred to herein, the "**Business of FoodDarzee**" shall relate to the business of FoodDarzee as the same is determined by the Partners of FoodDarzee from time to time.

4. The Employee may in the course of the Engagement conceive, develop or contribute to material or information related to the Business of FoodDarzee, including, without limitation, to the creation and/or modification of any product and/or any element/part of such products, technical specification, documentation, ideas, inventions (whether or not patentable), know-how, marketing plans, customer and supplier details and/or lists, designs, techniques, documentation and records, regardless of the form or media, if any, on which such is stored, and regardless of whether such material or information is created using FoodDarzee's devices and/or machines and/or notebooks (referred to in this Agreement as "**Proprietary Property**"). FoodDarzee shall exclusively own all Proprietary Property which the Employee conceives, develops or contributes to in the course of the

Engagement and/or using FoodDarzee's resources and all intellectual and industrial property and other rights of any kind in or relating to the Proprietary Property, including but not limited to all copyright, patent, trade secret and trade-mark rights in or relating to the Proprietary Property. The Employee hereby agrees, acknowledges and confirms that the services rendered by the Employee to FoodDarzee and any results and proceeds of the same shall at all times be construed as a work made for hire and specially commissioned by FoodDarzee. Accordingly, FoodDarzee shall, at all times, be the author and owner of such results and proceeds and shall have the right to use and/or exploit the same throughout the world and in perpetuity. For greater certainty, the Employee hereby assigns to FoodDarzee any and all rights that the Employee may have or obtain in or to the Proprietary Property that does not already vest in FoodDarzee and the Employee shall not use, develop and/or contribute material or any such part thereof of the material which are developed in connection with FoodDarzee's Proprietary Property in any manner whatsoever. Material or information conceived, developed or contributed to by the Employee outside work hours on FoodDarzee's premises or through the use of FoodDarzee's property and/or assets shall also be Proprietary Property and be governed by this Agreement if such material or information relates to the Business of FoodDarzee. The Employee shall keep full and accurate records accessible at all times to FoodDarzee relating to all Proprietary Property and shall promptly disclose and deliver to FoodDarzee all Proprietary Property.

5. The Employee shall, both during and after the Engagement, keep all Confidential Information and Proprietary Property confidential and shall not use and/or disclose such Confidential Information and/or any part of it, except for the purpose of carrying out authorized activities on behalf of FoodDarzee. The Employee may, however, use or disclose Confidential Information which:

   (i) is or becomes public other than through a breach of this Agreement;

   (ii) is known to the Employee prior to the date of this Agreement and with respect to which the Employee does not have any obligation of confidentiality, provided that the Employee shall prove that he/she had knowledge of such information prior to the date of this Agreement, to the satisfaction of FoodDarzee; or

   (iii) is required to be disclosed by law, whether under an order of a court or government tribunal or other legal process, provided that Employee informs FoodDarzee of such requirement in sufficient time to allow FoodDarzee to avoid such disclosure by the Employee.

6. The Employee hereby express agrees and acknowledges that the Employee shall not disclose any Confidential Information and Proprietary Property and/or any part of it to any third party, unauthorized personnel (including anyone not directly employed by FoodDarzee whether as a full-time employee or a consultant) and/or any affiliates of FoodDarzee. It is expressly clarified herein that the Employee shall not disclose any Confidential Information and Proprietary Property to any employees of companies and/or entities of FoodDarzee, without the prior written approval of FoodDarzee.

7. The Employee hereby further agrees and acknowledges the Employee shall exercise their reasonable best efforts to exercise and maintain measures to provide for the safe custody of any and all Confidential Information and Proprietary Property and to prevent unauthorized access to it.

8. The Employee hereby further agrees that the Employee shall not make any copies of Confidential Information and Proprietary Property of FoodDarzee in any form or manner and if any such copies are made in accordance with the directions of FoodDarzee, they shall be forthwith returned to FoodDarzee after its use.

9. The Employee shall return or destroy, as directed by FoodDarzee, Confidential Information and Proprietary Property of FoodDarzee upon request by FoodDarzee at any time. The Employee shall certify, by way of affidavit or statutory declaration, that all such Confidential Information and Proprietary Property has been returned or destroyed, as applicable.

10. The Employee covenants and agrees not to make any unauthorized use whatsoever of or to bring onto FoodDarzee's premises for the purpose of making any unauthorized use whatsoever of any trade secrets, confidential information or proprietary property of any third party, including without limitation any trade-marks or copyrighted materials, during the course of the Engagement. The Employee agrees and represents that the Engagement and the execution of this Agreement do not and will not breach any agreement to which the Employee is currently a party or which currently applies to the Employee.

11. At the reasonable request and at the sole expense of FoodDarzee, the Employee shall do all reasonable acts necessary and sign all reasonable documentation necessary in order to ensure FoodDarzee's ownership of the Proprietary Property and all intellectual and industrial property rights and other rights in the same, including but not limited to providing to FoodDarzee written assignments of all rights to FoodDarzee and any other documents required to enable FoodDarzee to document rights to and/or register patents, copyrights, trade-marks, industrial designs and such other protections as FoodDarzee considers advisable anywhere in the world.

12. The Employee hereby irrevocably and unconditionally waives all moral rights the Employee may now or in the future have in any Proprietary Property.

13. The Employee agrees that the Employee will, if requested from time to time by FoodDarzee, execute such further reasonable agreements as to confidentiality and proprietary rights as FoodDarzee's customers or suppliers reasonably required to protect Confidential Information or Proprietary Property.

14. Regardless of any changes in position, salary or otherwise, including, without limitation, termination of the Engagement, unless otherwise stipulated pursuant to the terms hereof, the Employee will continue to be subject to each of the terms and conditions of this Agreement and any other(s) executed pursuant to the preceding paragraph.

15. The Employee agrees that the Employee's sole and exclusive remedy for any breach of this Agreement or any other agreement by FoodDarzee will be limited to monetary damages and that the Employee will not make any claim in respect of any rights to or interest in any Confidential Information or Proprietary Property.

16. The Employee acknowledges that the services provided by the Employee to FoodDarzee are unique. The Employee further agrees that irreparable harm will be suffered by FoodDarzee in the event of the Employee's breach or threatened breach of any of his or her obligations under this Agreement, and that FoodDarzee will be entitled to seek, in addition to any other rights and remedies that it may have at law or equity, a temporary or permanent injunction restraining the Employee from engaging in or continuing any such breach hereof. Any claims asserted by the Employee against FoodDarzee shall not constitute a defence in any injunction action, application or motion brought against the Employee by FoodDarzee.

18000			
Sr. No.	**Salary Head**	**Amt. (₹)**	**Amt. (₹)**
Per Month		**Per Month**	**Per Annum**
1	Basic	12264	147168
2	HRA	2453	29436
3	Conveyance Allowance	1000	12000
4	Children Allowance	0	0
5	Medical Allowance	0	0
6	Washing allowance	0	0
7	Other Allowance	4427	53124
8	**Gross Salary**	**20144**	241728
9	PF (Company Contribution)	1950	23400
10	ESIC (Company Contribution)	622	7464
11	Graduity	0	0
12	Medicalim	0	0
13	**Cost to Company**	**22716**	272592
13	PF	1800	21600
14	ESIC	144	1728
15	PT	200	2400
16	**TD**	**2144**	25728
17	**TH**	**18000**	216000

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.

8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.

9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

   You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you **("Confidential Information")**. You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.

11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.

12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **September 27, 2001**.

13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.

15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.

16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.

17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.

18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,

Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Raghavendra Shivanand Prabhu**,residing at **House No. 429, Patil Pada, Khar Danda, Khar (w), Mumbai - 400052, Maharashtra, India** do hereby accept the terms and conditions in this

Employee Signature	
Employee Name	**Raghavendra Shivanand Prabhu**

Enclosures:

1. Compensation/ Salary details **(Annexure I)**
2. Non-Disclosure- Declaration and Undertaking **(Annexure II)**
3. Personal Data- Declaration **(Annexure III)**
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : **2221715515**

Annexure I
Compensation Details

Employee Name:	Raghavendra Shivanand Prabhu	
Designation:	Sr. Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	June 21, 2022	
City:	Mumbai	
Pay Components	**Amount in Indian (INR)**	
Basic Pay	13,477.00	
Housing Rent Allowance (HRA)	₹ 8,086.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	2,657.00	
Gross Fixed Salary (1)	**24,220.00**	
Provident Fund (Employee) **(2)**	1,617.00	
ESIC (Employee) **(3)**	0.00	
Net Take Home [1-(2+3)]	**22,603.00**	
Provident Fund (Employer) **(4)**	1,617.00	
ESIC (Employer) **(5)**	0.00	
Gratuity* **(6)**	648.00	
Total Fixed Cost (1+4+5+6)	**26,485.00**	
Annual Fixed CTC	317,820.00	
Annual Performance Pay**	**0 % of Annual Fixed CTC**	
Annual Performance Linked Incentive (PLI)	18,000.00	

For Teleperformance Global Service Private Limited,

Preeti Amit Shirke
Senior Vice President - Talent Acquisition

***Gratuity** shall be payable as per "**The Payment of Gratuity Act**".
****Performance Pay** will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "**Performance Pay policy/ note.**
#**Statutory Bonus** is paid monthly as per "**The Payment of Bonus Act"**.

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a **"Minimum Attendance Threshold/Performance"** as qualifying criteria for such payout.

Employee Signature	
Employee Name	**Raghavendra Shivanand Prabhu**

ANNEXURE II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Raghavendra Shivanand Prabhu** residing at **House No. 429, Patil Pada, Khar Danda, Khar (w), Mumbai - 400052, Maharashtra, India**, and working as **Sr. Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.

2. I shall comply with all Teleperformance policies.

3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.

4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.

5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.

6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.

7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
   (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
   (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.

9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
   i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
   ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
   iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
   iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.

11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.

12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
    (a) any person who is so employed / associated becomes a relative, and/or
    (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____20___

Employee Signature	
Employee Name	**Raghavendra Shivanand Prabhu**

Annexure III

Personal Data - Declaration

Article I.

I **Raghavendra Shivanand Prabhu** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

a) I am found guilty of a criminal offence / is under police caution or investigation;
b) There is a change in my legal right to work / work status; and
c) There are any adverse credit judgments against me.
d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	**2221715515**
Employee Signature	
Employee Name	**Raghavendra Shivanand Prabhu**

BAF

xiTix

Date: 08.08.2022

Ms. Mizba Mustak Khatri
Room No-666,Chawl No-42,
Bharat Nagar,Bandra Kurla Complex,
Bandra (E),Mumbai-400051

Sub: Offer Letter for the Post of **Customer Care Executive.**

Dear Ms. Mizba.

This is with reference to your interview we are pleased to appoint you as **Customer Care Executive** in our organization at pay of Rs 13,500/-pm.

At the time of joining you are required to submit the following documents as per Annexure 1.

As agreed by you, you would be joining on dated 8th Aug 2022.

You are advised to acknowledge and accept this Letter of Offer by today and assure us that you would be joining on certain date mentioned above.

Thanking you

Yours faithfully
For SFT Technologies Pvt. Ltd.

SFT TECHNOLOGIES PVT. LTD. * MUMBAI

Authorised Signatory.

I accept the above offer and assure you to report on duty on the date mentioned above.

MS Mizba Mustak Khatri

SFT TECHNOLOGIES PVT LTD.
9 JVPD, 10th Road, JVPD Scheme.
Juhu, Mumbai – 400 049. INDIA
Tel: +91 22 2624 8800 / +91 22 6742 6600
Email: info@xiTixWORLD.com | support@VandelayBrands.com
Web: www.xiTixWORLD.com | www.VandelayBrands.com

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Regd. Office: Urmi Axis, 7th Floor,
Famous Studio Lane, Dr. E. Moses Road,
Mahalaxmi, Mumbai – 400011, India
T: +91 22 6730 9000

27 May 2022

To
Tanvi Kesarinath Tarkari,
House No. 328, Pathar House,
Chambur Gully, Khar (West),
Mumbai - 400 052.

Dear **Tanvi,**

Sub: Offer of Employment

On behalf of **Nexdigm Private Limited** ("**Organization**"), I am pleased to offer you the position of Assistant.
Following are the terms and conditions of this offer:

1. **Date of Joining (DOJ)** – As discussed your starting date will be 01 June 2022 or such other date as may be mutually agreed.
2. **Salary/Cost to Company (CTC)** - Your annual CTC will be INR 281745. The breakup of the salary is mentioned in Schedule 1 hereto. The Organization may in its absolute discretion pay a performance-linked bonus of such amount, at such intervals and subject to such conditions as the Organization may determine from time to time.
3. **Probation -** You will be on probation for a period of 6 months from the DOJ. Confirmation of your employment is conditional upon the satisfactory completion of the probationary period.
4. **Pre-employment Verification -** Your appointment is subject to pre-employment verification including but not limited to reference check, criminal antecedent check and credit check. Information provided by you to the Organization for seeking employment shall be verified after your acceptance of this offer. If it is discovered by the Organization at any time that you have either misrepresented facts or concealed information relevant to your employment with the Organization, the Organization shall be entitled at its sole discretion to withdraw the offer of employment made to you even if it has been accepted by you, without any notice or payment in lieu thereof.
5. **Documents** - You are required to provide the documents mentioned in Schedule 2 on the DOJ and in any case, within 3 (three) working days thereof. In the event you are unable to provide all or any of the required documents within the stipulated time, you are required to inform the People Team (HR) and take steps as per their advice. It shall be your responsibility to ensure that the documents and information provided by you are true and accurate.
6. **Declaration -** By accepting this offer of employment, you declare that you have not been convicted or found guilty by a court of any offence in any country and that you are medically fit to perform the duties and responsibilities as per your role with the Organization.
7. **Employment Agreement –** You will be required to execute an employment agreement on the DOJ, which contains all the terms and conditions of your employment with the Organization.
8. **Additional terms**
    1. Please note that this position is time-sensitive. This offer made to you is on the additional condition that you will commence employment at the DOJ. If you fail to do so, and if no alternate DOJ has been agreed, the Organization will have the right to unilaterally rescind this Offer Letter irrespective of whether you have resigned/left your previous employment or any other profession or engagement to take up this role, without serving any notice and/or paying

Regd. Office: Urmi Axis, 7th Floor,
Famous Studio Lane, Dr. E. Moses Road,
Mahalaxmi, Mumbai – 400011, India
T: +91 22 6730 9000

any compensation.

2. This Offer Letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between the Organization and yourself. Any employer-employee relationship will arise only when the employment agreement is executed by yourself and the Organization.
3. To indicate your acceptance of this offer, please review, sign and return one copy of this offer letter as confirmation of your acceptance of the terms set out in this offer letter.
4. This offer letter is valid for a period of three (3) days from the date of issue. This offer will lapse if you do not accept the offer within the stipulated time. In case you have any queries or require any clarification on any points above, please do not hesitate to contact us.

We look forward to welcoming you to Nexdigm.

Yours sincerely,
For **Nexdigm Private Limited**

Koyo Staffing
Re-Ring Experts!

APPOINTMENT LETTER

Date 01st Dec 2020

Miss. Iqra Shaikh,

Dear Miss,Iqra Shaikh ,

We are pleased to appoint you as "**Sales Executive**" in **Koyo staffing**, hereinafter referred to as "the company", subject to the following terms and conditions:

Work Place
You will be initially located in our **Andheri."** However the company reserves the right to locate you at any of our workplaces/ Sisters Concerns/ Project Sites/ Subsidiaries.

Joining Date
Your joining date at our Location Office is **01st Dec 2020** Unless specific extension in joining time is granted by the company, this offer will automatically stand withdrawn if you do not join the company on or before this date.

Salary
Your CTC salary will be**184,596** /- P.A.

Allowances
Any travel expenditure if so for execution of work in relation to office projects will be reimbursed to you after the verification of travel voucher.

Period of Employment
While we hope and expect that this is the start of a long and rewarding employment relationship, the company does not construe this letter as a guarantee of employment for any specified period or length of time. No one at the company is empowered, unless explicitly authorized by the Business Head, to make any promise direct or implied of employment for any period.

Further, the company reserves the sole right to review this employment offer and cancel or withdraw the same at any time of your employment and this will not entitle you to any claim or damage whatsoever against the company.

Probation Period
You will be on a probation period for 1 Year based on a review you would be confirmed on satisfactory performance, the probation period may be extended on sole discretions of Management for unsatisfactory performance. During Probation you are entitled for any benefits under Employment Terms

Termination of Employment
Your employment will be subject to termination at any time by providing a 15th Days Notice in Probation and one-month notice on either side. The company, however, reserves the right to pay your [illegible] including all other benefits for a period of one month in lieu of notice period. Further, in case

8828880734
Info@koyostaffing.com
www.koyostaffing.com
103, 1st Floor, Aarya Arcade, Opp. Vikhroli Station, Vikhroli (W), Mumbai - 400079

Reliance SMSL Limited

Ref No. HR/SEP/21/K1/60113363/1001027832

Date: 03.09.2021

Sharukh Shaikh
A/506,Shivneri Golibar Co-Op Housing Soc,Golibar rd,Nr Khar Subway,Santacruz east
Maharashtra,India
400055

Offer-cum-Appointment Letter

Dear Sharukh,

This is with reference to your application and subsequent Test and Interviews you had with us.
We are pleased to offer you an appointment as **Customer Service Associate** in the employment of the company subject to your joining on or before **08.09.2021**. The offer shall automatically lapse if you do not join.
Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **Customer Service Associate** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.
You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 144888/- per annum** as below:

	Rs. per month
Basic	6500
HRA	5574
Conveyance Allowance	
Monthly Gross	12074
Annual Gross	144888

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.
Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.
The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.
Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.
Please note the documents to be submitted on your date of joining as part of joining compliance.
We wish you a long successful association with us.

Yours faithfully,
For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:
Encl: Terms and Conditions of Employment - **Annexure - I**

me n moms PVT. LTD. | mee mee

To,
Ms. Shrutika Vijay Naik,
Chaudhari chawl , saibaba road,
jawahar nagare, khar east,
Mumbai - 51.

Date: 23-Oct-2021

Subject: Offer Letter

Dear Ms. Shrutika,

With reference to your application and the subsequent personal meeting you had with us, we have the pleasure in offering you the role of **"Customer Care Executive"** to be based at **Mumbai** on the terms and conditions mentioned below:

1. As mutually agreed upon your Annual CTC with subject to further terms and conditions, detailed in your appointment letter.
2. You are requested to join work on or before **25-Oct-2021.**
3. You are hired on behalf of our **Head Office.**
4. You would report to **Team Leader.**
5. The offer of appointment is based on the information furnished by you regarding your qualification, experience and upon obtaining the necessary documents mention below. If the information furnished by you is found to be false and/or if any adverse information comes to the knowledge of the undersigned then this offer is deemed to have been withdrawn and you shall have no claim of any nature whatsoever on the company in this regard. The Company reserves the right to enquire from the References mentioned by you, and you are therefore directed to advise your References in this regard.
6. You are requested to submit the resignation letter within 2 days post receiving your offer letter.

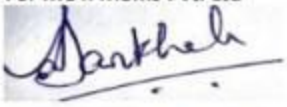
This is only an offer letter. You would be issued an Appointment Letter with detailed terms and conditions of your employment with a detailed salary breakup, once you join us.

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms & conditions of employment.

We thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Me n Moms Pvt. Ltd



Authorized Signatory - HR

LIVINGFOODCO PRIVATE LIMITED

LIVINGFOODCO PVT LTD, 48/4B & C Garvebhavipalya, 7th Mile, HOSUR ROAD, NEAR KUDLU GATE, BANGALORE

EMPLOYMENT AGREEMENT

Dear **Yash Jain**,

We are pleased to offer you the position of **Commis 3**.

This offer of employment is for a full-time position based in the Company's office in Mumbai, Maharashtra.

Please note that the terms of employment detailed in this document and attachments hereto (collectively referred to as the "**Agreement**") are strictly confidential. These contents should not be disclosed to third parties without the prior written approval of the Company.

1. Compensation

The annual fixed component of your cost to the company ("**CTC**") will be **Rupees Two Lakhs Forty Two Thousand Only (Rs. 2,42,000/-)**

You will also be paid a yearly incentive of **Rupees Thirty Thousand Only (Rs 30,000/-)** on achievement of your monthly targets.

Besides, you shall be Granted **100 ESOP shares.**

The salary break-up is attached herewith as **Attachment A.** Your compensation will be reviewed on an annual basis and increments will be determined based on performance and provided at the sole discretion of the Company.

2. Duties

A schedule of your broad duties and responsibilities will be given to you in due course, which may be subject to revision from time to time. The Company shall assign to you such other duties and responsibilities as may be considered advisable in the Company's interests and at the sole discretion of the Company.

3. Terms and Conditions of Employment

Your employment with the Company shall be governed by the specific terms and conditions provided on the attached herewith as **Attachment B**.

4. Employment Invention Assignment Agreement

Like all Company employees, you are required, as a condition of your employment with the Company, to sign the Company's Employment Invention Assignment Agreement (the "**Assignment Agreement**") in substantially the form attached hereto as **Attachment C**.

5. Entire Agreement

This Agreement supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between you and the Company with respect to the subject matters herein. This Agreement may not be modified or amended except by a written agreement between you and the Company.

6. Severability

Each provision of this Agreement including the attachments attached to it shall, to the extent possible, be interpreted in such manner as to be effective and valid under applicable law, but, if any provision of this agreement shall be invalid or prohibited under such applicable law, such invalidity shall not affect the validity of the other provisions of this agreement. The said other provisions shall continue in full force and effect unless such unenforceable provision shall materially affect the essence of the agreement and the party benefiting from the said unenforceable provision does not waive its rights to benefit therefrom.

7. Probation

You will be on probation for a period of 3 months from the date of joining. Your performance shall be reviewed after 3 month and will be confirmed as a permanent employee based on your performance. During the period of probation, the Company reserves the right to terminate your employment by giving at least 1 (one) weeks' notice. Notwithstanding the preceding sentence, the Company reserves the right to terminate your services without notice or pay in lieu thereof, in case of misconduct. If the employee quits his job during probation, he shall be liable to give at least 1 (one) weeks' notice.

Post confirmation as a permanent employee, in case you wish to terminate this agreement, you will be required to give the Company written notice of at least 1 (One) month. You will be required to serve the Company for the entire period of notice. The Company reserves the right to terminate your employment by giving at least 1 (One) month's notice. If you quit your employment at any time in service whether Probation or Permanent without giving due notice as per the terms of this agreement or remain absent from duty during the period of notice or any part thereof, you will not only forfeit your salary for the period of your absence but shall also be

liable to pay the Company a sum equivalent to a short notice period served thereof, by way of liquidated damages and the Company will be entitled to appropriate dues payable to you, on account whatsoever, towards these damages. The Company may also terminate your services by giving short notice. In that situation, the company will pay you an amount equivalent to the salary payable for the short notice period.

8. Waiver

The failure of either the employer or the employee to insist upon strict adherence to any term of this agreement on any occasion shall not be considered a waiver thereof or deprive the employer or the employee of the right thereof to insist upon strict adherence to that term or any other term of this Agreement.

If you wish to accept this offer, please sign and date both the enclosed duplicate original of this letter and the enclosed Employment Invention Assignment Agreement and return them to me. *This of er, if not accepted, will expire at the close of business on August 12, 2022.* We look forward to having you join us no later than **13 August, 2022**.

Very truly yours,

LIVINGFOODCO PRIVATE LIMITED

By:

Name: Akash Sajith

Title: Director

ACCEPTED AND AGREED:

_____

(Signature)

Date:

Permanent Account Number (PAN): _____

Anticipated Start Date: 13 August, 2022

Attachment C: Employment Invention Assignment Agreement

ATTACHMENT A

SALARY BREAK UP

DETAILS	MONTHLY	ANNUALLY
Basic	10,083	1,21,000
HRA	5,042	60,500
LTA	840	10,079
Internet & Phone	2,000	24,000
Supplementary	1,297	15,564
Other Allowance	420	5,040
SUB TOTAL	INR 19,681.92	INR 2,36,183
Employee Gratuity contribution	485	5,817
TOTAL	INR 20,166.67	INR 2,42,000
DEDUCTIONS		
PF Employee	1,210	14,520
PF - Employer	1,210	14,520
NET PAY	INR 17,261.92	INR 2,07,143

ATTACHMENT B

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Term of Employment**

Subject to Sections 5 and 6 below, the term of your employment with the Company is intended to be till you attain the age of retirement. You will retire from the services of the Company on attaining the age of 58 years. Your employment shall stand automatically terminated on the date of your retirement.

2. **Reporting Person**

During the period of employment, you shall report to the Chief Executive Officer of the Company or as informed to you from time to time.

3. **Work Hours**

Your normal hours of employment shall be from 9 am to 6 pm, Six Days of every week with a 30 minutes lunch break.

The Employee may be required to work such hours outside of the normal work hours if the Company considers it necessary to meet the needs of business. The Employee shall not be paid additionally for such extended hours of work.

4. Outside Activities

This position is for full-time employment with the Company and you shall exclusively devote yourself to the business of the Company. You shall not take on any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholders or debenture holders) in any other trade or business, during your term of employment with the Company, without prior written permission of the Company.

5. Termination

(a) During the term of your employment, should you desire to leave the services of the Company, you are required to provide the Company a 30 days' notice or salary in lieu thereof. (b) The Company shall be entitled to terminate your employment with or without cause at any time by giving you 30 days' notice or salary in lieu thereof.

(c) If you are absent from work for a period of five (5) consecutive working days, without providing any notice or affording any reasons, or without taking Company's prior approval in this regard, the Company will be entitled to forthwith terminate your employment with the Company. In the event that the Company terminates you, you will be provided a written notice of termination. Further, in the event of such termination, you shall be liable to pay the Company an amount equivalent to your notice period as per your termination clause mentioned herewith in this letter. Notwithstanding the above, the Company shall not be restricted from claiming legal remedies available to it under the ordinary legal recourse. Company shall be entitled to recover any additional damages from you in a manner that the

Company may determine suitable in this regard.

(d) Notwithstanding anything mentioned in this Agreement, the Company may terminate your employment, with immediate effect by a notice in writing (without salary), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, breach of integrity, embezzlement, misappropriation or misuse by you of the Company's property, insubordination or failure to comply with the directions given to you by persons so authorized, your insolvency or conviction for any offense involving moral turpitude, breach by you of any terms of this Agreement or the Company's policies or other documents or directions of the Company, or upon your conducting yourself in a manner which is regarded by the Company as prejudicial to its interests or to the interests of its clients and/or customers, or any similar reason. (e) Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all all your existing duties, obligations and projects.

(f) On acceptance of the resignation notice, you will be required to immediately give up to the

Company all correspondences, specifications, formulae, books, documents, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and you shall not make or retain any copies of these items. In the event that the Company directs you to destroy any such information, documents or materials, you shall forthwith do so and provide a written certification to that effect to the Company.

(g) Any notice, demand or request required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficient when delivered by electronic mail.

6. Holidays/Leave

General holidays will be declared at the beginning of the calendar year and are a benefit for all full-time employees. You may be called upon to attend duties as and when required during holidays, as may be scheduled in accordance with the needs of the Company. Additionally, you will be entitled to receive earned/privilege leave which shall be calculated at the rate of one earned leave for every twenty (20) days of work performed. You will be entitled for leave at such time and of such duration as the Company may grant depending upon the exigencies, in accordance with the Company's rules and regulations in force, introduced hereafter or modified from time to time. It shall be your sole responsibility to keep yourself updated of any changes in company policy as amended from time to time. For casual leave, you will be expected to give prior notice to the reporting authority; however, in case of an emergency or exigent situation, you shall be required to take such approval within one (1) day of resuming your services. Casual leave without requisite approval from the Company shall be considered leave without pay. In the event any additional leave is required, the additional leave shall be without pay. You shall be required to submit a medical and fitness certificate from a registered medical practitioner in case of three or more consecutive days of medical leave.

7. Benefits

You shall be entitled for all statutory benefits as mandated by the existing provisions under the applicable laws or which may be enforced in the future including, but not limited to, provident fund, gratuity, insurance, as may be applicable to you as per Company's policies and procedures, as amended from time to time.

The Company may in its discretion, from time to time, revise the benefits it provides to its employees. As and when such benefits are introduced or modified, you shall be entitled to avail such benefits.

8. Disclosure of Information

During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you or have provided the Company with misleading or inaccurate information, the Company reserves the right

at its sole discretion, to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company. Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing within three (3) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered according to the Company's notice provision policy.

9. Use of Company Property

You must comply with the Company's policy on use of email, internet and computers. Unauthorized use or tampering with computers will be regarded as serious misconduct and may lead to your summary dismissal. In particular, you agree to only use passwords which have been authorized and must not in any circumstances load a program or data into one of the Company's computers unless the program and data, originates from the Company, has been provided for your use and has been tested for viruses in advance. The Company shall provide telephones (including mobile and voicemail), email and internet access for business purposes only. For the purpose of business (including and not limited to quality control, monitoring of policy compliance and unauthorized use and checking messages during periods of absence), communications made by or to you may be monitored or recorded. This applies in particular to telephone (including mobile and voicemail), email and internet use. In the event, the Company provides you with laptops/mobile phones/data cards or other mobile devices, you will provide the Company with a written undertaking acknowledging receipt of the same and agreeing to adhere to the policies governing usage of such devices.

10. Previous Employment

You hereby represent that your performance of the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others, unless expressly permitted by such previous employer. You hereby represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and agree that you will not enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). You further agree to conform to the rules and regulations of the Company.

11. Confidentiality

You acknowledge that in the course of your employment with the Company, you will obtain knowledge of the Company's business plans, processes, software, know-how, trade secrets, methods, inventions, improvements, disclosures, names and positions of employees and/or other

proprietary and/or confidential information (collectively the "**Confidential Information**"). At all times, both during or after the period of your employment under this Agreement, you shall not (except with written authorization from the Company and except to the extent so authorized in the proper course of your duties) divulge to any person or otherwise make use of your employment under this Agreement to divulge to any person or otherwise make use of any trade secret or secret manufacturing process or any confidential information concerning the business or finances of the Company or any of the Company's dealings, transactions or affairs or any of the Company's suppliers, agents, distributors or customers, until such information becomes generally and rightfully known outside the Company.

All notes, copies, memoranda and other tangible forms of any trade secrets or confidential information concerning the business of the Company or any of the Company's suppliers agents, distributors, clients or customers, including but not limited to financial information, documents, employee lists, customer lists, phone books, which shall be acquired, received or made by the Company during the course of your employment shall be the property of the Company and shall be surrendered by you to someone duly authorized in that behalf at the termination of your employment or at the request of the Company at any time during the course of his employment.

Any breach of confidentiality will lead to immediate termination without the requirement of any notice to be provided to you.

12. No Rights Granted

Nothing in this Agreement shall be construed as granting any rights under any patent, copyright or other intellectual property rights of the Company, nor shall this Agreement grant you any rights in or to the Company's Confidential Information, except the limited right to use the Confidential Information in connection with the Services.

13. Adherence to Company Policy

You agree to conform to and comply with the Company's policies and such directions and orders as may from time to time be given by the Company.

14. Travel

You will be posted in Mumbai, Maharashtra. However, you may be required by the Company to make visits and travel both within India and overseas, as necessary and for such a period of time that the Company determines is sufficient to enable you properly perform your duties in the best interests of the Company.

15. Non-Compete and Non-Solicitation

During the Non-Compete Period (as defined below), you hereby covenant and agree not to

engage in or receive any financial benefit from (directly or indirectly) any business of the Significant Competitor, which competes with the whole or any part of any business being carried on or proposed to be carried on by the Company, whether as an individual, employer, proprietor, partner, shareholder, investor, director, committee member, officer, employee, consultant, agent, collaborator, advisor, principal contractor or sub-contractor, trustee, or otherwise.

Significant Competitor shall mean any artificial or natural person, who on the date of execution of this Agreement or any time thereafter, directly or indirectly, receives at least 50% of its total revenue from the business or any activity similar to the Business and shall include such person's relatives.

"Non-Compete Period" shall mean the period commencing with the date of this Agreement and ending one (1) year from the date of your termination of employment with the Company. In the event that your employment with the Company is terminated without cause, the Non-Compete Period will end contemporaneously with the final payment of severance to you under this letter agreement.

You agree that during the Non-Compete Period, you shall not in any manner either directly or indirectly solicit or entice the other employees, vendors or customers of the Company to join or enter into transactions, as the case may be with either you directly or indirectly or with other entities which are in direct or indirect competition with the Company.

You hereby agree that the covenants and restrictions in this Section 16 are reasonable in their terms and do not impose any undue hardship on your current or future employment prospects. You further agree that if the laws of the state applicable to the provisions set forth in this Section 16 should change, or if any court of competent jurisdiction should hold any term or provision of this Section 16 invalid or unenforceable, then that shall be substituted in the place of such changed, invalid, or unenforceable term or provision a new term or provision that most nearly fulfills or promotes the purpose and intention of this Section 16 and is consistent with such law or judicial jurisdiction.

16. Employment Invention Assignment Agreement

You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries or any other form of intellectual property, whether protected under law or not, is being done on behalf of the Company. In this regard, you agree to execute an Employment Invention Assignment Agreement and any and all intellectual property rights in any such work shall belong exclusively to the Company.

17. Customer Data and IT Security

Only specific employees are given access to our Software that holds customer's data. Authorization for this will be tracked and monitored.
You are expected to follow IT security policies (as per the applicable law) to ensure that the systems you use to access such data is secured.

18. Arbitration

You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore, Karnataka. The arbitration shall be conducted by a sole arbitrator appointed by the Company, and the award of the arbitrator shall be final and binding upon you.

THIS IS TO CERTIFY THAT I HAVE READ THIS AGREEMENT AND I FULLY UNDERSTAND ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. I HEREBY ACCEPT AND AGREE TO ABIDE BY THE AGREEMENT.

_____

(Signature)

ATTACHMENT C

EMPLOYMENT INVENTION ASSIGNMENT AGREEMENT

In consideration of, and as a condition of my employment with **Livingfoodco Private Limited**, a company duly incorporated under the Companies Act, 2013 (the "**Company**") I, do hereby represent and agree as follows:

1. Purpose of Agreement

I understand that the Company is engaged in a continuous program of research, development, production and marketing in connection with its business and that it is critical for the Company to preserve and protect its Proprietary Information (as defined below), its rights in Inventions (as defined below) and Intellectual Property (as defined below) and in all related intellectual property rights. Accordingly, I am entering into this Agreement as a condition of my employment with the Company, whether or not I am expected to create Inventions and Intellectual Property of value for the Company.

2. Proprietary Information

I understand that my employment by the Company creates a relationship of confidence and trust with respect to any information of a confidential or secret nature that will be disclosed to me by the Company that relates to the business of the Company or to the business of any parent, subsidiary, affiliate, customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence ("Proprietary Information"). Such Proprietary Information includes but is not limited to Inventions, Intellectual Property, marketing plans, product plans, business strategies, financial information, forecasts, personnel

information, customer lists, financial information, business plans and projections and any other information and materials concerning the Company's business, operations or plans.

3. Disclosure of Inventions and Intellectual Property

I will promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets. Intellectual Property includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their Source Code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

4. Work for Hire; Assignment of Inventions and Intellectual Property

(a) **Owned by Company.** I acknowledge and agree that any copyrightable works prepared by me within the scope of my employment are "works for hire" under the Copyright Act in India and under international copyright laws and that the Company will be considered the sole owner of such copyrightable works, and I shall not have any right, title or interest in the same. I agree that all Inventions and Intellectual property and other rights related thereto (including intellectual property rights) that (i) are developed using equipment, supplies, facilities or trade secrets of the Company, (ii) result from work performed by me for the Company, or (iii) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by me to the Company immediately upon their formation in perpetuity.

I hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by me during the term of my employment with the Company for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

(b) **Owned by an Employee.** I have attached as **ATTACHMENT 1** to this Employment Invention Assignment Agreement (the "**Assignment Agreement**"), a complete list of all Inventions and Intellectual Property to which I claim ownership which have been developed by me (whether individually or in collaboration with other parties) prior to commencement of my employment with the Company, and that I desire to remove from the operation of this Agreement, and I acknowledge

and agree that such list is complete. If no such list is attached to this Agreement, I represent that I have no such Inventions and Intellectual Property at the time of signing this

Agreement. 5. **Assignment of Other Rights**

In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, I hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether registrable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

The Intellectual Property associated with any Inventions shall not be deemed to have lapsed if the Company does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the Indian Copyright Act, 1957 and any other similar law of any jurisdiction. If any Intellectual Property rights, including moral rights, in the Inventions and / or Intellectual Property, cannot (as a matter of law) be assigned by me to Company as provided herein, then (a) I unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against Company with respect to such rights, and (b) to the extent that I cannot, as a matter of law, make such waiver, I unconditionally grant to Company an exclusive, perpetual, irrevocable, worldwide, fully-paid license, with the right to sublicense through multiple levels of sublicenses, under any and all such rights (i) to reproduce, create derivative works of, distribute, publicly perform, publicly display, digitally transmit, and otherwise use the Inventions and Intellectual Property in any medium or format, whether now known or hereafter discovered, (ii) to use, make, have made, sell, offer to sell, import, and otherwise exploit any product or service based on, embodying, incorporating, or derived from the Inventions and Intellectual Property, and (iii) to exercise any and all other present or future rights in the Inventions and Intellectual Property.

6. Assistance

I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions and Intellectual Property in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. My obligations under this paragraph will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable rate after such termination for time or expenses actually spent by me at the Company's request on such

assistance, provided however that for any such reimbursement, adequate documentary evidence of such expenses is to be provided. I appoint the appropriate authorized representatives of the Company as my attorney-in-fact to execute documents on my behalf for this purpose.

7. No Breach of Prior Agreement

I represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment by the Company, and I will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others. I represent and warrant that I have returned all property and confidential information belonging to all prior employers. I have not entered into, and I agree I will not enter into, any agreement either written or oral in conflict herewith or in conflict with my employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). I further agree to conform to the rules and regulations of the Company.

8. Notification

I hereby authorize the Company to notify my actual or future employers of the terms of this Agreement and my responsibilities hereunder.

9. Publication of Material Concerning Company Business

Prior to my submitting or disclosing for possible publication or dissemination outside the Company any material prepared by me that incorporates information that concerns the Company's business or future business, I agree to deliver a copy of such material to an officer of the Company for his or her review. Within 20 days of such submission, the Company agrees to notify me whether the Company believes such material contains any Proprietary Information, and I agree to make such deletions and revisions as are reasonably requested by the Company to protect its Proprietary Information. I further agree to obtain the written consent of the Company prior to any review of such material by persons outside the Company.

10. Name and Likeness Rights Etc.

I hereby authorize the Company to use, reuse, and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and biographical information, and any reproduction or simulation thereof, in any media now known or hereafter developed (including but not limited to film, video and digital or other electronic media), both during and after my employment, for whatever purposes the Company deems necessary.

11. Maintenance of Records

I hereby acknowledge and agree that my contribution to the business of the Company as well as any portion thereof shall be the sole property of the Company from the date of creation thereof. During the term of my employment and for 6 months after termination of my employment with the Company, I agree to maintain adequate and current written records on the development of all Intellectual Property and to disclose promptly upon its creation to the Company all Intellectual Property and relevant records, which records will remain the sole property of the Company. I further agree that all information and records pertaining to any idea, process, trademark, service mark, invention, technology, computer program, original work of authorship, design, formula, discovery, patent or copyright that I do not believe to be an Intellectual Property, but is conceived, developed, reduced to practice by me (alone or with others) during the period of employment, shall be promptly disclosed to the Company (such disclosure to be received and kept in confidence).

12. Third-Party Rights

I hereby represent and warrant that I will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting officer in the Company. I represent and warrant that I have not violated the Intellectual Property Rights of any third party, and covenant that I shall not violate the Intellectual Property Rights of any third party in the course of my employment with the Company. Provided that in the event the Company is held liable for any violation of any Intellectual Property Rights, I undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including

reasonable attorney's fees and court fees resulting from.

13. Injunctive Relief

I understand that in the event of a breach or threatened breach of this Agreement by me the Company may suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement.

14. Governing Law; Severability

I understand and agree that this Assignment Agreement will be governed by, interpreted and enforced in accordance with the laws of India, without regard to or application of choice of law rules or principles. In the event that any provision of this Agreement is found by a court, arbitrator or other

tribunal to be illegal, invalid or unenforceable, then such provision shall not be voided, but shall be enforced to the maximum extent permissible under applicable law, and the remainder of this Agreement shall remain in full force and effect.

15. Dispute Resolution

Subject to the exceptions set forth below, I agree that any and all claims or disputes that I have with

the Company, or any of its employees, which arise out of my employment or under the terms of my employment, shall be resolved through final and binding arbitration, as specified herein. This shall include, without limitation, disputes relating to this Agreement, my employment by the

Company or the termination thereof, claims for breach of contract or breach of the covenant of good faith and fair dealing, and any claims of discrimination or other claims, state or local law or regulation now in existence or hereinafter enacted and as amended from time to time concerning in any way the subject of my employment with the

Company or its termination. Binding arbitration will be conducted in Bangalore, India in accordance with the rules and regulations of the Arbitration and Conciliation Act, 1996. Parties will split the cost of the arbitration, filing and hearing fees, and the cost of the arbitrator. Each side also will bear its own attorneys' fees; that is, the arbitrator will not have authority to award attorneys' fees unless a statutory section at issue in the dispute authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator has authority to make such award as

permitted by the statute in question. I understand and agree that the arbitrator's decision shall be final and binding to the fullest extent permitted by law and enforceable by any court having jurisdiction thereof.

16. <u>Terms of Employment</u>

I understand that this Agreement, in itself, does not constitute a contract of employment or obligate the Company to employ me for any stated period of time beyond the time as provided for in my executive employment letter/agreement. I understand that my employment can be terminated at any time, for any reason or for no reason, by the Company and by me by providing a written notice of 90 days to the Company. Unless the Company and

I have entered into another written document that expressly supersedes this Section 16, this is the complete agreement between the Company and me on this term of my employment. This Agreement shall be effective as of the first day of my employment by the Company. **I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY.**

(Signature)
Date:

<u>ATTACHMENT 1</u>

The following is a list of Inventions or Intellectual Property or improvements relevant to the subject matter of my employment with the Company that have been made or conceived or first reduced to practice by me or jointly with others prior to my employment with the Company. It is hereby clarified that such Inventions or Intellectual Property or improvements are specifically excluded from the purview of this Employment Inventions Assignment and are not being assigned to the Company.

No. of inventions or intellectual property or improvements -

See Below:

–

_____

(Signature)

Date:

Place:

THE ORCHID
— FIVE STAR ECOTEL HOTEL —
FRIENDLY. ECO-FRIENDLY

Date: 30th May, 2022

To,
Mr. Aditi Chavan
Training & Placement Coordinator
Rizvi College of Arts, Science and Commerce

Subject: Offer Letter for Industrial Training.

Dear Aditya,

Namaskar & Greetings from The Orchid Mumbai!!

Congratulations to Mr. Ujwal Singh on his selection as Industrial Trainee with us at the Orchid, Mumbai from 6th June to 17th October 2022.

Also to earn the training certificate they will have to showcase an attendance record of 99%, failing to do so company has right to terminate their training and forefeet your certificate.

The candidates should carry mandatory documents for their joining with the company

1. Original NOC of the college only singed & and stamped mentioning both, the date of joining & the clearance date.
2. College ID photocopy.
3. Pan Card or other age proof.
4. Fitness certificate stating the candidate is physically and mentally fit.
5. 1-Passport size and 1-Stamp size photo graphs.
6. Police Verification / Passport photocopy
7. Aadhaar card copy.
8. Covid 1st & 2nd Dose Certificate.

One of the documents, which is mandatory, for the joining formalities is,

1. Police Verification.

Nehru Road, Vile Parle (E), Mumbai - 400 099, India. Tel: 91-22
26164040 Fax: 91-22-26164141 email : ohmu@orchidhotel.com
Website: www.orchidhotel.com Room Reservations: 1800225432

Request you to issue a clearance of No Objection Certificate (NOC) to the candidate for his/her with us.

For any assistance please do feel free to contact

Thank you.

Yours sincerely,

Pratima Naik
Senior Executive- L & D
The Orchid, Mumbai
Mobile: 75066 58802
Email : trainexec.mum@orchidhotel.com

o: 022 2604 0022 / 2604 4400
31 green acre, union park, road no. 5,
khar west, mumbai 400 052

the chocolate spoon
co private limited

www.thechocolatespoonco.in
CIN : U55204MH2012PTC236179

24 September 2022

Mr. Siddhi Devendra Koyande
A/20, Vineet Nagar,
B R Nath Pai Marg, Kalachowki
VTC: Mumbai, PO:Kalachowki
Mumbai - 400033

Reference No. : OL/S /24-09-22/002036

Dear Siddhi,

Offer Letter

With reference to your application and recent interviews with us, we are pleased to make you an Offer to join us as **Commis III** in **Mumbai**.

You are required to accept the same, on or before **1 October 2022,** failing which this Offer will be automatically withdrawn presuming that you are no longer interested to join our organization. The Management reserves the right to withdraw this Offer at its discretion, in the event of you not fulfilling its requirements, as per the due diligence process, without assigning any reason whatsoever.

Your Cost to Company (CTC) would be **Rs.148,224/- (Rupees One Lakh Forty Eight Thousand Two Hundred Twenty Four Only.)** per annum.The details of your Compensation are given in the enclosed 'Annexure A'.

The details of other Terms & Conditions and benefits as applicable to you, will be contained in your Contract, which will be issued to you on your joining.

Please bring the following documents on the day of joining:

a) Proof of Date of Birth, (Birth Certificate issued by Municipality/ School Leaving Certificate/ Certificate issued by the Central Board of Secondary Education or any equivalent board).

b) Mark sheets and certificates to prove your educational and professional qualifications.

c) Medical certificate of your fitness, also stating your blood group issued by a registered MBBS doctor.

d) Proof of permanent and current address.

e) Photocopy of PAN card.

f) Eight passport size photographs.

g) Relieving letter or Resignation acceptance letter, experience certificate(s), salary slips of last 3 months from past employer(s).

Please return the duplicate of this letter duly signed in token of your acceptance of this Offer.

We look forward to your joining.

Yours faithfully,

for **The Chocolate Spoon Co. Private Limited**

Authorised Signatory

I accept this letter and confirm to join on _____

_____
Signature

_____
Date

Annexure A

Name : Siddhi Devendra Koyande			
Designation : Commis III			
Location : Mumbai			
	Details	**Monthly (Rs.)**	**Annual (Rs.)**
A	Basic	11,764	141,168
B	House Rent Allowance (HRA)	588	7,056
C	Special Allowance		
D	**Gross Salary (A + B + C)**	**12,352**	**148,224**
E	**Cost To Company (CTC)**	**12,352**	**148,224**

Authorised Signatory

I accept,

Name :

Signature :_____

Date :_____

o: 022 2604 0022 / 2604 4400
31 green acre, union park, road no. 5
khar west, mumbai 400 052

the chocolate spoon co private limited
www.thechocolatespoonco.in
CIN : U55204MH2012PTC236179

By Hand Delivery

26-Sep-22

Mr. Siddhi Devendra Koyande
A/20, Vineet Nagar,
B R Nath Pai Marg, Kalachowki
VTC: Mumbai, PO:Kalachowki.
Mumbai - 400033

Reference No.: OL/S /24-09-22/002036.

Dear Siddhi,

We refer to your application/proposal for position of **Commis III**. Pursuant to our discussions we pleased to offer you a contract for a fixed period on the terms and conditions as follows:-

1. PERIOD:

The period of contract of employment with you shall be for **one year** only commencing from 26-Sep-22 till 25 September 2023 (both days inclusive). On expiry of the said period of contract your services will automatically come to an end without further notice or communication.

2. RENEWAL:

The renewal of the contract shall be at sole discretion of the management and management reserves full rights to renew the contract. In the absence of renewal of contract the documents under reference become null and void after its period of expiry and no claim shall be entertained in such case by either of the parties.

3. *NATURE OF DUTIES:*

You will be required to render services of **Commis III** and other services incidental thereto or connected therewith. *Your designations and duties may be modified as per our requirements from time to time.*

4. *RESPONSIBILITIES:*

4.1 You confirm that you have valid training, experience and skills and shall adhere to all rules and regulations applicable, and further confirm, represent, warrant and declare that there exist no circumstances, record, incident or omission on your part or relating to you, the disclosure of which would impact our engaging you as **Commis III** on contract basis and/or impact the discharge of your duties and obligations contained herein. You confirm that the information, reports, references and copies of documents provided to us are correct and complete in all material particulars.

4.2 You shall devote 100% of your professional time, attention, knowledge, and skills solely to our interests. You will attend the Company's place(s) of business, offices, restaurant(s)/bar(s)/outlet(s) as required from time to time. You will be required to attend during such timings/ shifts as required from time to time and strictly adhere thereto. You will not accept any other employment, part-time or otherwise, or engage in any commercial business, activity or pursuit on your own account in any capacity. You will be based in Mumbai, however, you may be sent on deputation or transfer to any place in India where the Company has its outlet/s or plans to open one.

4.3 You shall conduct yourself at all times in a dignified and professional manner and faithfully, and to the best of your ability, experience and talents perform all the tasks, assignments, obligations and duties that may be required of and from you, pursuant to the expressed and implicit terms of herein, to our reasonable satisfaction. You shall at all times be neat, clean and dressed presentably. You shall comply with the guidelines as modified from time to time, including those at Annexure "A".

4.4 You will at all times maintain hygiene, safety, cleanliness and other procedures for yourself personally and throughout work area, restaurant(s)/ bar(s)/ outlet(s) of the company. You will be expected to give timely service and ensure no wastage of the company's food, water, resources and ingredients. Care and cleanliness shall be exercised in use of all the company's goods and things not limited to equipment, machines, crockery, cutlery, linen, furniture, fixtures, lighting, sir conditioning etc. Care shall be taken to provide smooth and efficient service to customers and co-ordination among the staff. You shall endeavor so that your work is accident free. And you will inform us immediately if there is any damage, danger, accident, pilferage, theft and/or breach of confidentiality which comes to your knowledge, including any apprehension thereof.

5. COST TO COMPANY:

Monthly compensation during the subsistence of this contract shall be as per attached statement.

Compensation shall be based on 100% of your time in discharge of your duties and obligations hereunder.

6. POLICY:

The Policies/ Guidelines as applicable from time to time.

7. TIMING:

You will be required to work a minimum of six full days a week. The company reserves the right to increase, reduce and/or otherwise vary the number of hours or work timing. You shall be flexible as per our requirement. Your duty will be as per schedule given to you, from time to time. You may be deputed to such location as may be required for the discharge of your assignments hereunder.

8. TERMINATION:

This contract can be terminated by either party by giving to the other One month's written notice or basic pay in lieu thereof, without assigning any reasons. If however, at any time, you are found guilty of misconduct, or of violation of the rules and regulations as applicable to you, and/or you committed breach of confidentiality and/or have endangered property, personnel and/or reputation and/or acted in a manner prejudicial to our interests, your services are liable to be terminated without any notice.

9. CONFIDENTIALITY:

You shall not utilize or divulge or share any information and/document relating to your duties and obligations hereunder or the affairs of the company to any other third person or with our competitors with or without the knowledge of the management. You shall not take any recipe, menu, bill, voucher, memo, file or other document or copies thereof or any photograph in the company's premises/ restaurant(s)/ bar(s)/ outlet(s). If you find indulged in any act or the omission which is against the interest of the company and its business affairs, you shall be terminated with immediate effect without any compensation or notice pay and appropriate legal action shall be initiated against you if you find guilty of such misconduct.

10. NOTICE:

All communications and notices shall be in writing and sent by speed post AD/ Registered Post AD/ Hand Delivery. All notices to us shall be sent to the registered office address and marked Kind Attn: to the HR Department. Notice to you shall be sent to the above mentioned address.

11. NO WAIVER:

The rights and powers of either party shall not be prejudiced or affected by reason of any failure, neglect, forbearance or delay in the exercise of enforcement thereof and no party will be deemed to have waived any of its rights and powers under any part of this contract.

12. DISPUTES, IF ANY:

All disputes and difference arising out of or in connection with this Contract shall be resolved amicably by mutual discussion failing which, the same shall be finally settled by arbitration in accordance with the rules of **Indian Arbitration and reconciliation Act, 1996**. The place of arbitration shall be **Mumbai**. The language to be used in the arbitration proceedings shall be English. The cost of the arbitration shall be borne by respective party's arbitrator.

13. JURISDICTION:

This contract shall be interpreted and enforced under the laws of Mumbai, India and the Courts of Mumbai shall have exclusive jurisdiction.

14. EXCLUSION:

This contract shall be subject to you being found medically fit. You undertake to submit yourself to and for such medical tests as may be required from time to time; such tests /reports/ copies thereof shall be made available to a medical practitioner or management as may be required from time to time. This contract is subject to the verification of all information, certificates and particulars provided by you including references.

15. SURVIVAL:

The clause of confidentiality and duty to inform shall survive expiry or termination of this contract. This constitutes the entire understanding between the parties.

This contract is subject to verification of all information, data and particulars as provided by you in your application/proposal. Please confirm your acceptance of the above-mentioned terms and conditions by signing the duplicate copy of this letter.

We welcome you to and wish you a long and enriching career with us.

Yours faithfully,
For **The Chocolate Spoon Co. Private Limited**

Authorised Signatory

Contents (including those contained in Annexure "A") explained to me in Hindi/ Marathi/ English, and I have understood the above terms & conditions and accept them:

Signature: _____

Date : _____

Place : _____

Encl.: Annexure "A"

Annexure "A"

(i) You are able bodied, of sound mind and medically fit; a complete medical check up shall be necessary and a certificate from a reputed doctor/hospital certifying the medical condition shall be produced when requested;

(ii) You have minimum educational qualification of completion of matriculation

(iii) You shall have completed 18 years of age

(iv) You shall be an Indian citizen or have valid work visa

(v) You shall carry photo identity card; no personnel shall be allowed to enter unless he or she is in proper neat and clean uniform and with identity card as indicated.

You shall strictly adhere to rules and regulations of the Company, including the ones are listed below:

1. To sign attendance registers at the beginning & end of shift &/or such times when you leave the premises

2. In case of absence for a continuous period of 8 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 8 days), you will lose lien on the post and your appointment shall automatically come to an end without any notice

3. To be polite and well behaved with clients and guests at all times and to co-operate with management, supervisors, managers and colleagues.

4. Not to consume any intoxicant, alcohol or psychotropic drug during duty

5. To inform the management if you are on any prescription medication for a period of exceeding five days.

6. Not to consume tobacco, pan masala or pan during duty

7. Not to entertain or get visits from friends or family while or duty, nor shall take or make personal calls on landlines or mobiles, other than an emergency call. Not to use the landlines, telephone lines, faxes, computers or any other equipment, articles or goods of the company except as authorized and for official work only

8. Not fraternize with the servants or employees of building occupants

9. Not bring a camera, camcorder, recorder, recording devise or a cell phone with a camera etc or photograph the premises, guests, clients and/or occupants thereof.

10. To follow all hygiene and safety procedures

11. To attend to all training, fire drills, rehearsals etc from time to time.

12. To use only software programs installed by the company in its computers, I pads, billing machines, equipment etc. Unauthorized use or installation including use of outside CDs, floppies, downloading from Internet, copying of any information or data etc is strictly prohibited.

Annexure A

Name : Siddhi Devendra Koyande			
Designation : Commis III			
Location : Mumbai			
	Details	**Monthly (Rs.)**	**Annual (Rs.)**
A	Basic	11,764	141,168
B	House Rent Allowance (HRA)	588	7,056
C	Special Allowance		
D	**Gross Salary (A + B + C)**	**12,352**	**148,224**
E	**Cost To Company (CTC)**	**12,352**	**148,224**

Authorised Signatory

I accept,

Name :

Signature :_____

Date :_____

THE INDIAN FILM COMBINE PVT. LTD.

REGD. OFFICE : MAKER TOWER 'F', 1ST FLOOR, 85, CUFFE PARADE, MUMBAI - 400 005. TEL.: +91 (22) 22185291 / 40402020 FAX : +91 (22) 66345042
CIN : U92100MH1942PTC003702

April 23, 2022

Ms. Sakshi Shelar
106/F, Jadhav Chawl,
Dr. Peter Dias Road,
Bandra(W), Mumbai
400050

Dear Sakshi,

Congratulations! It gives us great pleasure to inform you that you have been selected as Housekeeping Assistant in the Housekeeping department at The Bay Club, Mumbai, (Division of The Indian Film Combine Private Limited), managed by The Oberoi Group.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

You are requested to report to the General Manager, The Bay Club, Mumbai or any other official assigned by the reporting authority at **10.00 a.m. on 16th May, 2022 at The Bay Club, Mumbai.**

Please bring photocopy of the following documents with you:

- Class X, XII, Graduation / Diploma / Provisional Certificate & Character Certificate from college **(Carry original documents for verification)**
- Eight coloured, passport-sized photographs
- PAN card & AADHAAR card **(Mandatory)** – 3 colour photocopy **(Please note we will not be able to process your salary, if photo copy is not submitted.)**
- We would also be requiring a copy of your valid **passport.** Please provide us a copy of police verification certificate in the absence of valid passport.
- Work experience certificate(s), if any.

Your gross compensation package is enclosed as an annexure to this letter. You will be eligible for other benefits, as applicable. A letter detailing the terms and conditions of your appointment will be given to you when you join us.

Should you have any questions prior to joining, please do not hesitate to contact -Ms. Priyanka Mukherjee, Senior Manager - Human Resources at +91 9321723619.

We look forward to welcoming you to our team!

Yours sincerely,

Imran Sultan
General Manager
The Bay Club, Mumbai

JW MARRIOTT

Date: 18th April 2022

Ronit Bijlani

Mumbai

Dear Riddhi,

Fixed Term Contract of Employment

We are pleased to appoint you on **Fixed Term Contract of Employment** as Front Office Associate, with effect from **09th May, 2022**, at unit **JW Marriott Sahar Mumbai** as operators of Chalet Hotels Limited, on the following terms:

1. TENURE OF CONTRACT OF EMPLOYMENT

Your Fixed Term Contract of employment will be from **09th May, 2022 till 09thApril, 2023.**

2. REPORTING

You will report and be responsible to the **Anupam Godara – Front Office Manager,** or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

3. COMPENSATIONS & BENEFITS

Your Compensation and Benefits Break up (CTC) is described in the **ANNEXURE I** of this letter.
Detailed policies, procedures, rules and regulations, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

4. CODE OF CONDUCT & DUTIES

During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.

5. BACKGROUND VERIFCATION AND MEDICAL FITNESS

This employment is subject to satisfactory background verification check.

We are a hospitality industry catering for domestic and international customers; therefore, a physical fitness is of key importance. As part of joining formalities either pre or post you will be required to take medical examination through private / government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment.

JW MARRIOTT

6. SEPARATION & TERMINATION

The Fixed Term Contract will generally be terminated only on the conclusion of the term of the contract. In the event the contract needs to be terminated prematurely, then it may be terminated by either party after serving 1 Month notice or pay wages in lieu of the notice.

The Management reserves the right to terminate the Fixed Term Contract, at any time, without notice or compensation in lieu thereof, if:

a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination / sexual harassment, physical assault, theft, fraud and misappropriation of funds.
b. During the course of your employment, if it is found that the data given by you in Employment Application Form is incorrect and also if your criminal check is found positive, you will be placed under suspension with immediate effect until final disposal of the case.

7. CONFIDENTIAL MATTERS

During your Fixed Term Contract, you may have access to confidential information including financial data. You understand that such information and matters are the property of the Company. Neither during nor following your fixed term contract of employment with the Company, will you disclose such information and matters to any person without the prior written permission of the Company.

During your Fixed Term Contract, you may be required to disclose relevant personal information that may be sensitive. Please note that the Company shall keep such information provided by you confidential and shall use the same for official purpose only. By accepting this offer of fixed term contract, you give your consent to the Company to collect such personal information and use the same for official purposes.

8. CONFLICT OF INTEREST

During your tenure with us you will not lend your services, whether remunerative or otherwise, to any other/allied company or its customers. If proven, you will be liable to strict disciplinary actions including termination of services. In case the terms as stipulated above are acceptable to you, kindly sign and return to us the duplicate copy of this letter confirming its acceptance.

Yours sincerely,

Kunal Chauhan
General Manager

Abanti Gupta
Director of Human Resources

DECLARATION:
I hereby, declare and affirm that I have carefully studied and understood the terms and conditions of service herein detailed (including those contained in Annexure I, attached hereto) which have been explained to me in a language understood by me, and I accept and undertake to abide by the said terms and conditions.

Name: _____ Signature: _____

Date: _____ Place: _____

JW MARRIOTT

Annexure I: DETAILS OF COMPENSATION & BENEFITS

SALARY	
As per monthly pay slip and subject to statutory deductions	
Basic Salary	9,730
House Rent Allowance	4,170
Monthly Gross Salary	**13,900**
PF (You will be a member of Employee Provident Fund from the date of joining, apart from your own contribution the management will also contribute an equivalent amount i.e. 12% of the basic salary every month.)	1,168
CTC	**15,068**

19/4/22

Kunal Chauhan
General Manager

Abanti Gupta
Director of Human Resources

Annual Leaves & Holidays	- Leave in accordance with the Shop Act. - Entitled to National / Festival Holidays based on Business Exigencies and as per Hotel Holiday list aligned with existing entitlements for line associates.
Monthly Offs	Will receive six (6) offs in a month.
ESIC	Will participate in the EPF and ESIC contribution as applicable.
Medical and Insurance	Will be eligible for Mediclaim & Personal Accident Insurance (while on duty)
F&B Discount	A 50% discount on all Food & Beverages at any Marriott India hotel food outlet.
Room Rate Discount	Discounted room rates at all Marriott hotels worldwide, for self, family & friends.
Bonus	Will be eligible for bonus in accordance with the applicable law.
Gratuity	Will not be eligible for Gratuity benefits in accordance with the applicable law

Employees Signature: _____

Acknowledgement and consent on _____by Ronit Bijlani

I acknowledge that I have read and agree to the terms of this letter of Fixed Term Contract.

INTERCONTINENTAL®
MARINE DRIVE MUMBAI

Name:	Rohan Singh	
Designation:	F&B Associate	
Date Of Joining	May 18, 2022	
	Per month	Per Annum
Band	9	
Basic	6500	78000
DA	5656	67872
HRA	1022	12264
Gross per Month	13178	158136
ESIC	428	5139
PF Cont.	1459	17505
Cost to Company	15065	180780

MONTHLY NET SALARY	
MONTLY GROSS	13178
PF	1459
ESIC	99
PT	200
CAFÉ	200
Net Salary @ Bank	11220

EIH Limited
A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI-400 021, INDIA / TELEPHONE: +91-22-6632 5757, 6632 4343 / WEBSITE: WWW.EIHLTD.COM

Date: 24th March, 2022
Institute: Rizvi College of Hotel Management

Dear Ms. Renuka Tirkey,

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of **"Assistant"** in the **Housekeeping Department** at **EIH Ltd for Unit – Trident Nariman Point & The Oberoi Mumbai**.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

You will report to **Trident, Nariman Point, Mumbai – Human Resources on 12th May, 2022 at 9.00 a.m.** for medicals and shall join duty on **16th May, 2022**, subject to your medical fitness.

You are requested to bring along **three (03) photocopies** of the documents listed below:

- Ten Passport-size photographs (Red background)
- Experience Letter; Last three month's salary slips and Appointment Letter, if applicable
- Three reference letters on the letterhead of your faculty, if selected in a campus interview
- Educational Mark sheets and Certificates
- Driving License (If applicable)
- Marriage Certificate (If applicable)
- Proof of Present Address - Current month Electricity/Gas/Telephone Bill and/or Agreement copy if you reside in Mumbai on a rental basis
- AADHAR Card
- PAN Card
- Passport/Police Verification Certificate
- Birth Certificate/School/College Leaving Certificate
- Final Vaccination Certificate for Covid19

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Deputy Manager – Human Resources. She can be contacted on 022 – 66326060 or email address – stefanie.dcosta@oberoihotels.com

Yours faithfully,

EIH LIMITED
Unit – Trident Nariman Point
The Oberoi, Mumbai

MAHENDRA WAIKOLE
HEAD - HUMAN RESOURCES

Classification | Internal

Date: August 13, 2022

Emp Temp Code: 80110100180
Rashmin Prakash Vaghasiya
Rigal, Poonam Sagar, Behind Mbmc Mira Road(e) Thane Thane - 401107,
Maharashtra, India

Letter of Appointment

Dear Rashmin,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Voice**. You are required to report for duties on **August 13, 2022** ("**Joining Date**") at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.

2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.

3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4. While your initial place of posting will be at an agreed place /Company's Office/Site at **Bangalore**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.

5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time **("Probation Period")** if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.

6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

   The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.

8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.

9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust /discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

   You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you **("Confidential Information")**. You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules , regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.

11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.

12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **September 20, 2001**.

13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.

15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.

16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.

17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.

18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date .

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,

Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Rashmin Prakash Vaghasiya**,residing at **Rigal, Poonam Sagar, Behind Mbmc Mira Road(e) Thane Thane - 401107, Maharashtra, India** do hereby accept the terms and conditions in this

Employee Signature	**Accepted On 13 Aug 2022** **rvaghasiya779@gmail.com**
Employee Name	**Rashmin Prakash Vaghasiya**

Enclosures:

1. Compensation/ Salary details **(Annexure I)**
2. Non-Disclosure- Declaration and Undertaking **(Annexure II)**
3. Personal Data- Declaration **(Annexure III)**
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Teleperformance
each interaction matters

Emp Temp Code : **80110100180**

Annexure I
Compensation Details

Employee Name:	Rashmin Prakash Vaghasiya	
Designation:	Sr. Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	August 13, 2022	
City:	Bangalore	
Pay Components	**Amount in Indian (INR)**	
Basic Pay	12,075.00	
Housing Rent Allowance (HRA)	₹ 7,245.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	1,006.00	
Gross Fixed Salary (1)	**20,326.00**	
Provident Fund (Employee) **(2)**	1,449.00	
ESIC (Employee) **(3)**	152.00	
Net Take Home [1-(2+3)]	**18,725.00**	
Provident Fund (Employer) **(4)**	1,449.00	
ESIC (Employer) **(5)**	661.00	
Gratuity*** (6)**	581.00	
Total Fixed Cost (1+4+5+6)	**23,017.00**	
Annual Fixed CTC	276,204.00	
Annual Performance Pay**	**0 % of Annual Fixed CTC**	
Annual Performance Linked Incentive (PLI)	0.00	

For Teleperformance Global Service Private Limited,

Preeti Amit Shirke
Senior Vice President - Talent Acquisition

***Gratuity** shall be payable as per "**The Payment of Gratuity Act**".
****Performance Pay** will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "**Performance Pay policy/ note.**
#Statutory Bonus is paid monthly as per "**The Payment of Bonus Act"**.

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a **"Minimum Attendance Threshold/Performance"** as qualifying criteria for such payout.

Employee Signature	**Accepted On 13 Aug 2022** **rvaghasiya779@gmail.com**
Employee Name	**Rashmin Prakash Vaghasiya**

ANNEXURE II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Rashmin Prakash Vaghasiya** residing at **Rigal, Poonam Sagar, Behind Mbmc Mira Road(e) Thane Thane - 401107, Maharashtra, India**, and working as **Sr. Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.

2. I shall comply with all Teleperformance policies.

3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable , sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.

4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.

5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.

6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.

7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
   (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
   (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.

9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
   i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
   ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
   iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
   iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.

11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.

12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
    (a) any person who is so employed / associated becomes a relative, and/or
    (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this_____day of_____20___

Employee Signature	**Accepted On 13 Aug 2022** **rvaghasiya779@gmail.com**
Employee Name	**Rashmin Prakash Vaghasiya**

Annexure III

Personal Data - Declaration

Article I.

I **Rashmin Prakash Vaghasiya** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of " **Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

a) I am found guilty of a criminal offence / is under police caution or investigation;
b) There is a change in my legal right to work / work status; and
c) There are any adverse credit judgments against me.
d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this_____day of_____20____

Temp Emp Code	**80110100180**
Employee Signature	**Accepted On 13 Aug 2022** **rvaghasiya779@gmail.com**
Employee Name	**Rashmin Prakash Vaghasiya**

ANNEXURE IV

DECLARATION AND UNDERTAKING - Work From Home

I, **Rashmin Prakash Vaghasiya**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home ;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre -requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built -in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and **[HR.TPCCIndia@teleperformancedibs.com].**
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign -on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	**80110100180**
Employee Signature	**Accepted On 13 Aug 2022** **rvaghasiya779@gmail.com**
Employee Name	**Rashmin Prakash Vaghasiya**

JW MARRIOTT
MUMBAI SAHAR

Date: 29th April 2022

Omkar Pednekar

Mumbai

Dear Omkar,

Fixed Term Contract of Employment

We are pleased to appoint you on **Fixed Term Contract of Employment** as Housekeeping Associate, with effect from **09th May, 2022**, at unit **JW Marriott Sahar Mumbai** as operators of Chalet Hotels Limited, on the following terms:

1. TENURE OF CONTRACT OF EMPLOYMENT

Your Fixed Term Contract of employment will be from **09th May, 2022 till 09thApril, 2023.**

2. REPORTING

You will report and be responsible to the Housekeeper Executive, or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

3. **COMPENSATIONS & BENEFITS**

Your Compensation and Benefits Break up (CTC) is described in the **ANNEXURE I** of this letter.
Detailed policies, procedures, rules and regulations, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

4. CODE OF CONDUCT & DUTIES

During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.

5. BACKGROUND VERIFCATION AND MEDICAL FITNESS

This employment is subject to satisfactory background verification check.

We are a hospitality industry catering for domestic and international customers; therefore, a physical fitness is of key importance. *As part of joining formalities either pre or post you will be required to take medical examination through private / government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment.*

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TRIDENT
Bandra Kurla, Mumbai

17th May, 2022

Mr. Nachiket Sawant
A-104, Sai Ashwini Apt,
Raj Nagar,
Achole Road,
Nallasopara.

Sub: Appointment as "Commis"

Dear Nachiket,

Congratulations! With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the position of Commis.

Post your induction and orientation, you will be assigned your department. Please note that your designation/duties may be changed at the discretion of the Management. The terms and conditions of service applicable to you will be as follows:

1. Your appointment will be in Responsibility Level –9 with effect from 17th May, 2022. Your monthly emoluments are as follows:

a) Basic Salary:	Rs. 6600/-
b) Special Allowance:	Rs. 5300 /-
c) House Rent Allowance:	Rs. 5100/-
Gross:	Rs 17000/-

2. You will be eligible for the benefits of ESI (based on applicability), Provident Fund and Gratuity as per law and appropriate deductions will be made from your salary in this regard. You shall also be eligible for Bonus payment subject to the provisions under payment of Bonus Act, 1965 and as amended from time to time. Similarly, the company will also make appropriate contributions under ESI and PF schemes.

GENESIS
LUXURY

Date: 11 May, 2022

Ref: HR/MAY/22/A1/60289772/60463137/1001212187

Mr. Sudarshan Alande
BDD no 66, Bhagoji Waghmare Road,
Bhagoji waghmare rd, near jamboree maida
Worli 400018
Maharashtra, India

Offer cum Appointment Letter

Dear **Mr. Sudarshan**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Fashion Consultant** in **A1 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Mumbai**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

2. COMPENSATION:

Your compensation is on a Cost to Company (CTC) basis which is the sum of Fixed Pay, Retirals and Performance Linked Incentive, payable as detailed in Annexure 1A and Annexure 1B.

i. **Fixed Pay:** This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the Company.

ii. Retirals:

This includes:
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4,81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

Performance Linked Incentive (PLI): This will be paid to you based on the guidelines set by the Company on individual/ Company performance. Wherever applicable and as determined by the Company, PLI is payable subject to you continuing in the services of the Company and not serving notice period as on the date of disbursement.PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date the amount is disbursed, notwithstanding any delay on the announcement of such disbursement. PLI is a discretionary plan and does not result in a guarantee or entitlement of payment to any individual. As such, Reliance reserves the right to vary, amend, terminate or withdraw the PLI plan at any time (including at any time during the on-going performance year) and without prior notice. Further, Reliance may withhold payment of PLI from any employee who has or may have committed any illegal, fraudulent or unethical act, or who has or may have violated any company policy or procedure including the Reliance Code of Conduct, all within the sole discretionary interpretation of Reliance.

iii. Under Choice Pay, you have an option to select various elements. You are required to structure your individual preference of Choice Pay and provide details to HR at the time of joining.

iv. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. The available CTC components along with limits have been detailed in Annexure 1A.

v. The compensation components, as detailed in Annexure 1A, are discretionary and the Company has the right to change these components at any time without notice.

vi. The Management views the compensation offered to you as an extremely confidential matter and any leakage of the same shall be viewed as a serious breach of this confidence at your level.

vii. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

3. GENERAL:

i. The Annexure 1B and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

ii. Any payments made towards recovery of notice period by your previous employer, joining/ relocation expenses paid by the Company, reimbursement or any other expenses as part of the joining will be recovered in full in the event of your separation from the company before completion of one year of joining.

iii. You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

iv. This offer is subject to your joining us on or before **16 May 2022** and us receiving the following:
   a. Acceptance within 3 days from issue of this letter.
   b. A copy of your resignation letter within 3 days; and acceptance of resignation within 7 days of receiving this letter
   c. Successful clearance of the pre- employment medical examination.
   d. Successful third party verification of your personal & professional details.
   e. All supporting documents related to your previous emoluments and employment.
   f. The contact details of 3 references (1 of the HR or Reporting manager in the current organization, 1 from previous organization and 1 any other senior person of your professional / personal contact)

We wish you a long and successful association with Reliance family.

Sincerely yours,

Reliance Brands Luxury Fashion Pvt Ltd

I accept the above terms and I will join on _____

Authorised Signatory

Signature of the Employee

Annexure 1A			
	Name: Sudarshan Alande		Grade : A1
	EARNINGS		
	CTC Components	**Proposed CTC (Rs.)**	
		Monthly	**Annual**
	A. Fixed Pay		
1	Basic Pay	10,733	1,28,790
	Choice Pay		
2	Conveyance	**Refer to Annexure 1B**	
3	Fuel & Maintenance	Refer Annexure	Refer Annexure
4	Leave Travel Allowance	Refer Annexure	Refer Annexure
5	Medical Reimbursement	Refer Annexure	Refer Annexure
6	Bonus*	2,147	25,758
7	Residual Choice Pay	4,439	53,262
	Housing		
8	House Rent Allowance	5,366	64,395
	Retirals		
9	PF - Employer Contribution	1,800	21,600
10	Gratuity (4.81% of Basic)	516	6,195
	Total Fixed Pay [A]	25,000	3,00,000
	B. Performance Linked Incentive		
	Performance Linked Incentive		25,000
	Total Performance Linked Incentive [B]		25,000
	Total CTC (A + B)	27,083	3,25,000

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.
(**) For Insurance Premium debits, please refer Annexure 1B

	Insurance (Pay Slip Debit As Per Grade)	**Monthly**	**Annual**
	GPA Insurance Premium		
	Group Term Life Insurance Premium		
	Medical Insurance Premium		

Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.

b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.

b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.

c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.

d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith

e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.

g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.

d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule

notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.

g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

h. **Proprietary Rights**: You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.

m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.

n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.

o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue

to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.

c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.

d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

   i. Return to work within 8 days from the commencement of such absence, and
   ii. Give an explanation to the satisfaction of the Management regarding such absence

e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.

f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.

g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.

h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of Reliance or any of its Group Companies.

k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in

   i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.

   ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

   iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.

v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.

i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Sudarshan Alande

Signature:

Date: 12/05/2022

TAJ
LANDS END
MUMBAI

September 27, 2022

To,

Ms. Deepa Gore
Rizvi College of Hotel Management,
Mumbai

Dear Deepa,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Human Resources Department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 1st October 2022 till 31st August 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Ladies: Black closed toe black shoes. Minimum ½" heel and a maximum of 1.5"

Documentation:
1. Personal details form signed by the student *(annexure 1)*
2. Police Clearance Letter (*annexure 2)*
3. Self-signed declaration form *(annexure 3)*
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate.
2. RAT – Results legible within 4 hours of your time of joining.

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.

Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.

Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

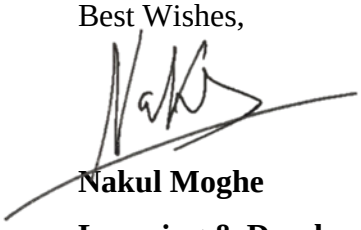
Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

_____

Signature & Date

Deepa Gore

TAJ
LANDS END
MUMBAI

Annexure 5

Personal Detail Form for Interns

Name: _____

Permanent
Address: _____

_____Tel No.: _____

Temporary
Address: _____

_____Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name:_____Tel No.:_____

Internship Commencing From_____To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

TAJ
LANDS END
MUMBAI

Annexure 6

Date: **September 27, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Ms. Deepa Gore has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,

Nakul Moghe
Learning & Development
Taj Lands End, Mumbai

TAJ
LANDS END
MUMBAI

Annexure 3

To whomsoever it may concern

This is to place on record that, I_____(Name of student), student of _____ (Name of college) will be going through Internship at_____(name of Hotel) during the period of_____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

NOVOTEL

Mumbai International Airport

2-Aug-2022
Ms.Vismaya Nair
Mumbai

Dear Vismaya ,

Subject: Letter of Intent

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of **Guest Service Associate-Front Office** in **Front Office Department** in **Level-Fixed Term Contract (FTC)** at **Novotel Mumbai International Airport** with effect from **15-Sep-2022** as per the salary package attached.

A detailed letter of appointment with terms and conditions will be issued to you in due course.

Please note that this offer of employment is subject to you being declared medically fit by a Company nominated Hospital/Doctor to discharge the duties and responsibilities inherent in this position.

The Company also undertakes reference checks/background verification and enquiry, as part of due diligence in the recruitment process, and should the Management find any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment/other related documents or thereafter as the case may be or if reference checks/background verification checks reveal any concern, the Management shall be free to revoke the offer without further reference to you.

As part of joining formalities, will be required to submit the following documents:

- Copy of PAN Card
- Copy of Aadhaar Card
- Permanent Address proof
- Copies of all Educational & Professional Certificates and testimonials referred in the Employment Application form
- Clearance Certificate from previous employer
- Passport size photographs – 6 Nos.

Please send us your acceptance of this offer latest by **6th August 2022** failing which the offer will be deemed to be revoked and null and void.

We look forward to a long and mutually rewarding association.

Thanks & regards,
For **Novotel Mumbai International Airport**
(A unit of Waves Hotels & Estates Pvt Ltd)

Vishrut Gupta
General Manager

Sonali Merchant
Director Of Talent & Culture

WAVES HOTELS & ESTATES PVT. LTD.
Andheri Kurla Road, Besides Gate No. 3 Of Airport Road Metro Station.
Andheri East, Mumbai 400059.
T. +91 22 -6925 8843 — hb4c0-hr2@accor.com
novotel.com — all.accor.com

NOVOTEL

Mumbai International Airport

Name	**Vismaya Nair**	
Designation	**Guest Service Associate-Front Office**	
Job Level	**Fixed Term Contract (FTC)**	
Reporting to	**Duty Manager**	
Hotel	**Novotel Mumbai International Airport**	
Date of Joining	**15-Sep-22**	
Salary & Allowances (A)	**Rs / Mth**	**Rs / Year**
Basic Salary and Dearness Allowance	15,000	1,80,000
House Rent Allowance	1,121	13,452
Total (A)	**16,121**	**1,93,452**
Retiral Benefits (B)		
Employer PF Contribution @ 12% of Basic & Dearness Allowance	1,800	21,600
Employer ESIC Contribution @ 3.25% of Gross Monthly Salary	524	6,287
Total (B)	**2,324**	**27,887**
Total CTC (A+B)	**18,445**	**2,21,339**

Vismaya Nair

Sonali Merchant
Director Of Talent & Culture

Vishrut Gupta
General Manager

WAVES HOTELS & ESTATES PVT. LTD.
Andheri Kurla Road, Besides Gate No. 3 Of Airport Road Metro Station.
Andheri East, Mumbai 400059.
T. +91 22 -6925 8843 — hb4c0-hr2@accor.com
novotel.com — all.accor.com

ST REGIS
MUMBAI

05th May, 2022

Laxmi Vishwakarma
Mumbai

Dear **Laxmi,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai**.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

Details of Compensation & Benefits
Laxmi Vishwakarma- F&B Associate

ST REGIS MUMBAI

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

ST REGIS
MUMBAI

05th May, 2022

Ankit Chourasiya
Mumbai

Dear **Ankit,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai**.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

462 Senapati Bapat Marg
Lower Parel, Mumbai 400013

ST REGIS
MUMBAI

Details of Compensation & Benefits

Ankit Chourasiya- F&B Associate

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
Benefits	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

ST REGIS
MUMBAI

05th May, 2022

Dhanush Chauhan
Mumbai

Dear **Dhanush,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai.**

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

ST REGIS
MUMBAI

Details of Compensation & Benefits

Dhanush Chauhan- F&B Associate

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

ST REGIS
MUMBAI

05th May, 2022

Dhawal Makhwana
Mumbai

Dear **Dhawal,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai.**

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

ST REGIS
MUMBAI

Details of Compensation & Benefits

Dhawal Makhwana- F&B Associate

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

ST REGIS
MUMBAI

05th May, 2022

Dhiraj Pandey
Mumbai

Dear **Dhiraj,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai**.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

Details of Compensation & Benefits
Dhiraj Pandey- F&B Associate

ST REGIS
MUMBAI

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

ST REGIS
MUMBAI

05th May, 2022

Gautami Kudalkar
Mumbai

Dear **Gautami,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai.**

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

462 Senapati Bapat Marg
Lower Parel, Mumbai 400013

ST REGIS
MUMBAI

Details of Compensation & Benefits

Gautami Kudalkar- F&B Associate

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

ST REGIS
MUMBAI

05th May, 2022

George Khandwal
Mumbai

Dear **George,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai**.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____on _____.

462 Senapati Bapat Marg
Lower Parel, Mumbai 400013

Details of Compensation & Benefits
George Khandwal- F&B Associate

ST REGIS
MUMBAI

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

ST REGIS
MUMBAI

05th May, 2022

Satyasagar Dommeti
Mumbai

Dear **Satysagar,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai.**

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

Details of Compensation & Benefits
Satyasagar Dommeti- F&B Associate

ST REGIS
MUMBAI

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

ST REGIS
MUMBAI

05th May, 2022

Vaishnavi Kotiyan
Mumbai

Dear **Vaishnavi,**

Congratulations! Based on your application and the interview, we are pleased to offer you the position of **"F&B Associate"** on **Fixed Term Contract** in **F&B Service** department with effect from **09th May 2022,** as operators of **Pallazzio Hotels & Leisure Ltd., The St. Regis Mumbai**.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment (if applicable) or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

Details of Compensation & Benefits
Vaishnavi Kotiyan- F&B Associate

ST REGIS MUMBAI

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
Benefits	Basic	9,450/-
	House Rent Allowance	4,050/-
	Gross Salary	**13,500/-**
	Employer's PF Contribution	1,134/-
	ESIC	439/-
	Total Remuneration (Cost to the Company)	**15,073/-**
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : • Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse & up to 2 children)	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed PL will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 08 Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, you are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.	

This attachment is and forms part of the offer letter dated 05th May, 2022.

S. David Naidu
Director of Human Resources

Candidate's acknowledgement:
Agreed & Accepted by _____ on _____.

Hilton
MUMBAI
INTERNATIONAL AIRPORT

December 19, 2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Zakir Ayaaz Shamim Shaikh** was associated with us in F&B Production Department from **June 20, 2022 to December 19, 2022.**

At the time of leaving, he was designated as **On Job Trainee.**

We wish him all the success in his future endeavor.

For & on behalf of
B.D. & P. Hotels (India) Pvt Ltd.

Hilton Mumbai International Airport

Sanjay Kokare
Assistant Manager- HR

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E: dining.mumbai@hilton.com

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DB Central, Dr. A.L. Nair Road
Near Jacob Circle, Opposite HP Petrol Pump
Gate No.1 of Raheja Vivarea, Next to Kalpataru Heights
Mahalaxmi, Mumbai - 400 011, India
T: +91 22 2305 5555
CIN: U55101MH1997PTC107571