



Date: 18-Nov-2025

To,

Pavan A P
Sajjankere
Chitradurga, Karnataka - 577532
India

OFFER OF EMPLOYMENT

Dear Pavan,

We are pleased to extend to you an offer of employment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] (hereinafter referred to as "DXC" or the "Company") with details as follows:

Designation	Analyst III Infrastructure Services
Job Level	15
Date of Joining	16-Dec-2025
Base Location	Bangalore

Details of your compensation are as follows:

Your **Annual Fixed Pay** will be INR 400,000.00 per annum and the breakup of the same is provided in **Annexure-III**.

This offer of employment is subject to your agreement to the general terms and conditions of employment outlined in **Annexure-I** of this offer, which shall govern your employment with the Company.

You are required to submit originals of mandatory documents on the Date of Joining as per the list mentioned in **Annexure-II**.

Please confirm your date of joining along-with acceptance of the terms and conditions outlined in this offer of employment within 2 days of receiving this letter.

We are confident that you will make a positive contribution to DXC's success and that you will find working with DXC to be an exciting and rewarding opportunity.



*Due to the Covid-19, based on our assessment of the situation, your onboarding may be facilitated at your residence, if our offices continue to remain in precautionary closure mode.

For and on behalf of EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd]

Authorized Signatory:

Megha Muchhal

Megha Muchhal (Nov 18, 2025 19:18:02 GMT+5:5)

Name: Megha Muchhal

Designation: Director Human Resources

Legal Name: Pavan A P

Read and accepted the above



Annexure-I

General Terms & Conditions of Employment

- **Compensation and Benefits:**

Annual Fixed Pay. Your annual fixed pay would be INR 400,000.00 per annum. Please refer to Annexure-III in this offer letter for details of your pay and benefits.

- **Statutory Benefits.** You will be eligible for statutory benefits such as provident fund, gratuity, payment of statutory bonus, etc. as per the Company policies and the applicable legislation.

- a. **Provident Fund.** You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary to the Provident Fund Scheme. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.
- b. **Gratuity.** You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or the Code on Social Security 2020, as and when applicable.

- **Insurance Benefits.** In addition to the annual fixed pay, you shall also be entitled to the following benefits as per DXC Policy (subject to change at the sole discretion of DXC without any prior approval or notification to you):

The Company will provide Group Term Life Cover, Group Personal Accident Insurance for yourself and Group Medical Insurance coverage for you, your spouse and up to two dependent children. The annual premium will be borne by the Company and is over and above your annual fixed pay.

- a. **Group Medical Insurance** coverage is extended to employee, spouse, and up to two dependent children on a family floater basis for INR 1,000,000. You have an option to top it up by INR 250,000 or INR 500,000 or INR 1,000,000 or INR 1,500,000 or INR 2,000,000 by paying an additional premium. You can also cover parents/in-laws by paying an additional premium in the same floater.
- b. **Group Personal Accident Insurance (GPAP)** coverage is 3 times of Annual Fixed Pay or INR 1,500,000, whichever is higher. Group Term Life Cover coverage is 3.5 times the Annual Fixed Pay or INR 1,500,000, whichever is higher. The premium payable for these insurance benefits forms a part of your Total Rewards.

- **Flexibility Benefits Package.** Upon joining, subject to annual fixed pay, you have the option to re-structure the allowances (if applicable) after allocation to (1) Basic Salary, (2) Retirals and (3) Statutory Bonus. A broad guideline applicable to you is attached in Annexure-IV to help you determine the plan.

Allowance restructuring may not be applicable for certain job levels due to statutory requirements.

- **Leave and Holidays:**

You are entitled to earned leave, casual leave as well as holidays as per the prevailing Company Policy.

Note: In addition to the statutory benefits, during the term of your employment with the Company, you may be entitled to participate in the employee benefit plans as applicable to your job level as per the Company policy. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.

Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 ("ESIC") as amended from time to time or the Code on Social Security 2020, as and when applicable.

The statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), and Provident Fund Contribution.



Other Terms & Conditions of Employment

- **Date of Joining.** The date of joining and any change in the same would be at the sole discretion of DXC.
 - a. Any date of joining change requested by you must be communicated to the recruiter at least 7 days prior to the original date of joining.
 - b. Date of joining mentioned in the offer letter is subjective to change based on your timely submission of documents required for background verification and onboarding.
 - c. If there is a change in date of joining as requested by you or company, a new offer letter will not be issued.
- **Work Hours.** You will be required to work as per the Company policies. A normal work week would consist of a forty-five (45) hour workweek excluding breaks. These are subject to change as per business requirements. The same number of work hours are expected even when you are on an assignment abroad unless communicated otherwise by the Company. You may also be required to work in shift timings based on business requirements and deliverables to its customers.
- **Work Flexibility.** Based on your role and job requirements, as determined by DXC at its sole discretion, you may be required to work from home, DXC premises, or customer premises. You are expected to observe and comply with the working days and office hours applicable to your assigned work location. You shall not perform your job from outside India unless expressly approved and processed through DXC. The Company reserves the right to change your place of work, either temporarily or permanently, as per business requirements.
- **Transfer and Relocation.** During your employment with the Company your services can be transferred to any of the locations in India or abroad or any function, department, platform, or technology within Company offices, client locations, or to any associate or subsidiary company or group company of DXC, whether existing or to be set up in future, on terms and conditions to be agreed upon. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.
- **Confidentiality and Intellectual Property Rights.** Your obligation about confidentiality and intellectual property rights shall be in accordance with the Non-Disclosure Agreement to be signed between you and Company during onboarding. The provision of the said undertaking shall form an integral part of these General Terms and Conditions and a breach of the Undertaking shall be deemed a breach of these General Terms and Conditions. During your employment with the Company, you may perform services related to computer software systems and related material. You acknowledge that all right, title, and interest (including without limitation any patent, copyright, trademarks, moral rights, design rights, and other proprietary rights of any nature anywhere in the world), that is now or may be available, in any inventions, discoveries, concepts, designs, business processes, know-how, developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs (including all source codes), technical information, manufacturing, engineering, and technical drawings, or the like (collectively, the "Inventions") created or conceived by you (either solely or jointly) in course of your employment with the Company shall vest with the Company upon creation. All work produced by you and done for the Company including software writing or development during employment with the Company shall be work done for and of the ownership of the Company and shall be the property of the Company. You understand and declare that you shall not claim any ownership therein or claim to be the author thereof.

You also agree that the work product/Inventions of these efforts shall be "works made for hire" belonging to the Company in which you retain no right, title, or interest. Furthermore, to the extent that any such ownership and proprietary rights do not vest with the Company automatically as per the terms above or through the operation of law, you hereby irrevocably, unconditionally and in perpetuity assign any rights including without limitation any patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights available anywhere in the world in such work product/Inventions to the Company and herewith specifically, to the maximum extent permitted by applicable law, waives any moral rights as may accrue in such work product/Inventions.

Further, all records, documents, papers (including copies and summaries thereof), and other copyrightable works created, developed, or acquired by you in the course of employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company. You expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957.

In performing the work assigned to you, you will not use any third-party information, including but not limited to information that you agreed to maintain or were obligated to maintain as confidential, and will not copy any material of a third party.

- **Consent to use personal information.** You hereby consent to the collection of your personal information including your sensitive personal information by the Company about your employment at the Company, including conducting background checks and verifications and for the processing of your benefits, while you are employed with the Company. You also consent to the Company sharing such personal information with authorized third parties including but not limited to Company's subsidiaries, affiliated companies, officers, directors, managers, shareholders,



agents, employees, attorneys, representatives, and assignees (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, for legitimate purposes in connection with your employment and the Company's business and in compliance with applicable law. You authorize the Company to transfer such personal information or data to a third party in India or abroad to the extent required to enable such third party to perform employment-related services for the Company.

- **Compliance with privacy obligations.** You acknowledge and fully understand that the Company is committed to safeguarding the privacy and personal information of all its employees, customers, and any other individual that it may be engaged with and that Company has in place suitable policies for securing this compliance. You hereby unconditionally confirm to comply with and abide by the requirements of these policies.
- **Information Security.** You are expected to maintain the confidentiality and integrity of the information assets and comply with all current and future information security policies and directives of the Company, its affiliates, and customers. You are required to maintain the confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, cellular devices and other transportable computers and storage media. You are responsible for maintaining a secure information-processing environment. You are further responsible for maintaining information security even outside the premises of the organization and/or, outside the normal working hours.
- **Business Code of Conduct, Conflict of Interest, and Ethics.** You are expected to conduct yourself with the highest level of ethics. You are also required to sign the Company's Code of Ethical Business Conduct / Conflict of Interest document on the Date of Joining and are obliged to be compliant with the same throughout your employment with the Company. You certify that you will immediately disclose any situation in the future that may possibly be interpreted as involving a conflict of interest. Any instance of non-compliance shall constitute a ground for termination of employment.
- **Compliance with US Laws.** You acknowledge and understand that any equipment and/or technical data/information and/ or services related to U.S.-origin technologies covered by either the U.S. Commerce Control List (CCL) or the U.S. Munitions List (USML), and belonging to the Company or any of its affiliates or any customer or client of the Company or any of such customer's or client's affiliates or subsidiaries, to which you may have access or which may be disclosed to you in the course of employment with the Company or while working for the Company as a subcontractor, consultant, supplier/vendor or in any other independent status, is subject to the Export Administration Regulations (Title 15 Code of Federal Regulations, Parts 730 – 774) and/or the International Traffic In Arms Regulations (Title 22 Code of Federal Regulations, Parts 120 – 130), respectively.

You hereby certify that such equipment, technical data/information, and/or services will not be further disclosed, exported, re-exported, or transferred by you in any manner to any other foreign national or any foreign country without the prior written approval of the Company and/or the U.S. Commerce Department's Bureau of Industry and Security (BIS), and/or the U.S. State Department's Directorate of Defense Trade Controls (DDTC), as required and will be in compliance with the applicable U.S. laws and regulations.

- **Prohibition on alternative employment.** Your position with the Company calls for your full-time employment. You are not permitted to seek alternative employment either whole-time or part-time, or associate with any firm, person, or organization as an advisor, director, or partner, whether for remuneration or not while your employment with the Company, without written permission from the Company.
- **Termination.**
 - **Termination for convenience.** You and the Company both have the right to terminate the employment for convenience by providing at least three months' notice ("hereinafter referred to as "**Notice**"). In case of termination for convenience is initiated by you, the Company reserves the right to either; a) Ask you to serve the entire applicable Notice period as mentioned above or b) Waive the Notice Period on payment by you of an amount equal to the salary payable for such Notice period. The aforesaid options are solely at the discretion of the Company and representatives acting on its behalf. In the event you terminate the employment without providing the appropriate Notice, it will be deemed to be a material breach of these terms and the Company shall be entitled to insist that you serve the Notice period mandatorily and/or claim damages suffered. Notwithstanding anything contained herein, the Company reserves its right to terminate your employment with immediate effect by giving you compensation in lieu of Notice.
 - **Termination for cause/ breach of this General Terms and Conditions.** The Company may in its sole discretion terminate your employment without any Notice, for cause, breach of this General Terms and Conditions of employment, non-performance, failure to comply with applicable policies, misconduct, failure to successfully complete any performance improvement plan, failure to provide joining documentation or in case of any adverse background check reports, any fraudulent acts on your part or for any disciplinary reasons as per the Company's disciplinary procedure. The Company may as a part of disciplinary proceedings or in order to investigate a complaint against you, the Company may put you on suspension for so long as it may think fit without prejudice to the Company's right to subsequently terminate this offer of employment on the same or any other ground.



- **Effect of Termination.** (a) Upon termination of your employment for any reason whatsoever, the Company shall have the right to deduct any outstanding amounts owed by you to the Company from your full and final settlement. Your full and final settlement shall be as per the procedure in the Company policies; (b) You shall hand over all materials, equipment of the Company, or any other property of the Company as per the prescribed procedure under the Company policies.
- **Non-Solicitation/ Non-Competition**
 - During your employment and for a period expiring (12) twelve months after cessation of employment with the Company for whatever reason, you will not:
 - be engaged (by way of employment, consultancy, or partnership) either directly or indirectly by a customer of the Company (or any affiliate thereof) on whose account you have worked in 12 months prior to your departure for your benefit or that of any third person or organization;
 - work on any product similar to the product of the Company on which the Company has intellectual property rights that you have worked in the (12) twelve months before your departure;
 - either directly or indirectly solicit the employees of the Company.
- **Governing Law & Jurisdiction.** This offer of employment is made according to the laws of India and the appropriate Courts in Bangalore will have exclusive jurisdiction for all matters arising from or in relation to the offer of employment.
- **Retirement:** You will retire from the services of the Company upon attaining the age of 60 years.
- **Severability:** If any provision of these General Terms and Conditions is held invalid or unenforceable by a court of competent jurisdiction, it shall be considered severed from these General Terms and Conditions, and it shall be deemed automatically replaced by an alternative provision coming closest in scope and mended effect to the original provision, and it shall not invalidate the remaining provisions contained herein which shall continue in full force and effect.
- **International Workers:** Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join. The compensation structure shared hereinbelow is valid only for Citizens of India, Nepal, and Bhutan. In case you are an international worker as defined by the applicable statute, as a condition of your employment, you are required to disclose the same at the time of offer and onboarding and your compensation structure will be redefined at the same fixed compensation. In case of non-disclosure of the same, liabilities arising out of it, if any, shall be borne entirely by you and you will indemnify all the losses, damages occurred due to your non submission of the information and documents pertaining to your nationality.

You shall comply with all other Company policies and rules as notified from time to time. It shall be your responsibility to familiarize yourself with the applicable policies and rules. The Company may modify, augment, delete, or revoke any policies, procedures, practices, or statements regarding your employment at any time, at its sole discretion. Any such changes will be effective immediately upon approval by an officer of the Company or by official declaration through email to all employees unless otherwise stated.

The General Terms and Conditions and applicable Company policies constitute the entire agreement among the parties and supersede all prior and existing agreements, both oral and written between the Company and you concerning your employment in the Company.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for official record-keeping.



Annexure-II

List of Mandatory Documents

You are requested to upload the following documents mandatorily in soft copy format on DXC Employee Connect portal, five days prior to your date of joining. Please know that failure to submit these documents in time will result in Date of Joining getting postponed till receipt of all necessary documentation.

Candidate Owned Documents:

1. Passport Size Photograph
2. PAN Card (Self Attested)
3. Latest copy of Aadhar from UIDAI (<https://myaadhaar.uidai.gov.in/>)
4. Passport and Work Permit (Only applicable for Non-Indian Nationals)
5. Photocopy of Highest Education Certificate
6. Resignation Acceptance and Last Working Day proof

Company Provided documents (to be signed and submitted by candidate):

1. Signed Offer Letter (With signatures on every page)
2. PF Forms (11 & 2)
3. Gratuity Form
4. ESIC Form 1 (Applicable for employees for whom an amount is mentioned in **ESIC- Employer Contribution***** in Annexure III). Soft copy of (i) Bank Passbook or (ii) Cancelled Cheque Leaflet or (iii) Bank Statement containing A/C No., IFSC Code and MICR Code and disability certificate if applicable
5. Non-Disclosure Agreement
6. Night Shift Declaration

Please note the following points:

1. The Company provided documents and the instruction to upload soft copy of documents will be sent to you along with welcome email/docket. You are requested to fill out these documents as directed in the instructions also provided within the welcome email.
2. Besides above, you might need to complete insurance and ethics related documentation which you will receive from your onboarding partner.

This offer of employment is subject to successful background and reference check (which may include verification of the previous employment/s, educational verification, criminal records check, etc.). Any adverse verification may lead to immediate termination of this offer or employment as applicable. You hereby certify that all the information (including but not limited to educational qualifications, work experience, past compensation drawn, and all other information) supplied by you to the Company is completely true and accurate. If it is later found that you had supplied incomplete/inaccurate/untrue/false information, then the Company reserves the right to terminate your employment without any notice and seek appropriate damages or reimbursement of financial expenses incurred, including those incurred towards your training, relocation, or any other allowances. This is without prejudice to any other rights which the Company may have against you.

Annexure-III

Pay Structure Details

Salary Component	Monthly (INR)	Annual (INR)
Fixed Salary		
Basic	₹21,008.33	₹252,100.00
Provident Fund (PF) - Employer Contribution	₹2,521.00	₹30,252.00
Statutory Bonus*	Not Applicable	Not Applicable
Sub-Total(A)	₹23,529.33	₹282,352.00
Flexible Benefits Salary		
Flexible Benefits Component 1	₹9,804.00	₹117,648.00
Sub-Total(B)	₹9,804.00	₹117,648.00
Annual Fixed Pay (A+B)	₹33,333.33	₹400,000.00
Other Benefits		
Gratuity**	₹1,010.50	₹12,126.00
ESIC- Employer Contribution***	Not Applicable	Not Applicable
Insurance Premium****	₹1,675.42	₹20,105.00
Sub-Total (C)	₹2,685.92	₹32,231.00
Total Rewards (A+B+C)	₹36,019.25	₹432,231.00

* Statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), Provident Fund

** Employee shall be eligible as per the provisions of the 'Payment of Gratuity Act, 1972' or the Code on Social Security 2020, as and when applicable

*** Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 as amended from time to time or the Code on Social Security 2020, as and when applicable

**** Approximate Group Medical Insurance coverage premium assumed towards employee plus spouse and up to 2 dependent children, and towards Group Life Cover and Group Personal Accident Insurance coverage

Annexure-IV

Flexible Benefits Package

Following are the list of flexible benefits* that DXC provides to employees to plan their pay structure accordingly.

Salary Component	Maximum Limit	Supporting Documents
1. House Rent Allowance (HRA)	50% Of Annual Basic	Declaration & at least one receipt per quarter, as proof of rent, from landlord
2. Leave Travel Allowance (LTA)	INR 200,000 pa	Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
3. Children Education Allowance <i>For a maximum of 2 dependent children; INR100 per child per month</i>	INR 2400 pa	Declaration and submission of receipts
4. Children Hostel Allowance <i>For a maximum of 2 dependent children; INR300 per child per month</i>	INR 7200 pa	Declaration and submission of receipts
5. Chauffeur and Fuel Reimbursement for Own Car		Declaration and submission of receipts
6. Meal Coupon	INR 26400 pa	Nil
7. Telephone Reimbursement <i>Towards telephone and/or broadband expenses</i>	INR 18000 pa	Declaration and submission of receipts
8. Transport Allowance <i>Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year; fully taxable</i>	100% of Flexible Benefits Declaration	Nil

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities