



REF- PD/APP/20

May 26, 2021

Name: Avinash Kumar

E-code: 2506319

Dear Avinash,

We are delighted to confirm you the full-time position of **Senior Test Engineer, Quality Assurance(Band 2/TB10)** at GlobalLogic India Private Limited (hereinafter **GlobalLogic**” or “**Company**”) effective **May 06, 2021** at **Noida** Office, however, based on the position’s requirements, you may be required to work anywhere in India or abroad.

The following terms & conditions will apply with regards to your employment at GlobalLogic India Private Ltd.

1. You will be entitled for leave in accordance with prevailing standard company leave policy. You will be eligible to participate in all of the Company's standard benefit programs including health care. You will be entitled to benefits during the course of your employment in the Company subject to the rules of the Company. Details of the benefits applicable to you are available on the Company's intranet site.
2. The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities.
3. *Initial Training & Orientation:* GlobalLogic group pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are complaint with the best practices followed by the group on a worldwide basis. On successful completion of training you shall start working in our *Noida* Facility which is located in our Special Economic Zone in *Noida*.
4. You shall during your service with us, devote your whole time and attention to the Company's business entrusted to you, and shall not engage yourself directly or indirectly in any business or service other than Company's business or service.



**Mailing** | 2nd to 10th Floor, Tower - 3  
Oxygen Business Park Pvt. Ltd. SEZ,  
Plot No. 7, Sector -144, Noida Expressway,  
Noida - 201304, Uttar Pradesh, India



**Registered** | 207 Gupta Arcade, Plot No. 5,  
L.S.C., Mayur Vihar Phase 1 Extension,  
Delhi 110091, India



**Phone** | 91.120.406.2000  
**Fax** | 91.120.406.2722



**Web** | [www.globallogic.com](http://www.globallogic.com)  
**Mail** | [info@globallogic.com](mailto:info@globallogic.com)



**CIN** | U74899DL2000PTC109036  
**GlobalLogic India Private Limited**  
(Previously known as GlobalLogic  
India Limited)

5. You shall at all times keep the information that may come to your knowledge regarding company's plans, business affairs, operations etc. confidential.
6. You shall inform the Company of any changes in your personal data within 3 days' time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.
7. You will abide by all the rules, regulation and policies of the company. GlobalLogic India Private Ltd. reserves the right to amend such policies as needed. You will also be subject to all standard GlobalLogic Data Protection and Network Security policies and either GlobalLogic or its customers may require you to sign a statement to such effect at any time.
8. You shall at all times furnish true and correct information pertaining to your qualification, experience etc. If the information furnished by you in your resume & the documents submitted by you is found to be incorrect at any point of time, your services will be terminated without any further notice.
9. At the time of tendering resignation you shall be required to give two months' notice in writing. Your services in the company shall be terminable by giving two months' notice or Basic salary in lieu thereof as per the discretion of the management.
10. Breach of any of the above condition will render you liable to termination of your employment without notice or compensation.
11. You shall be required to keep the information regarding "salary" being offered to you strictly confidential at all times. You shall not divulge any details pertaining to your salary to any friend/colleague or acquaintance either before/during or after the cessation of your employment with us. Divulging such information at any time may lead to either withdrawal of this offer letter or termination of your existing employment with us.
12. You agree not to employ, or solicit or seek to employ, any employee, consultants, customer or associate of the Company during your employment and for a period of one year after your termination / resignation of employment from the company. Upon breach of this Section with respect to a particular employee, consultants, customer or associate of the Company, you will be liable to pay liquidated damages.





13. During the term of this Agreement and for a period of 1 years thereafter, you shall not directly or indirectly approach or in any way assist or be involved with any partners and / or customers of GlobalLogic. You cannot directly approach any partners of GlobalLogic more particularly, whose work is being undertaken by you or supervised by you due to this employment agreement.
14. As per the Company Maternity policy, eligible employees may avail the benefits.
15. You are required to familiarize yourself with 'Policy on Prevention of Harassment' and comply with it at all times. Any instances of harassment are regarded as serious issues and non-compliance may lead to disciplinary action being instigated against you.
16. Your confidentiality obligations are as detailed below:
  - a. You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information".
  - b. This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.
  - c. This clause is not intended to prevent you disclosing information required by or allowed by law.
  - d. This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company





17. It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business life. Your dress, grooming and appearance should reflect favorably upon other team members in the Company.
18. You shall be following normal business hours as per the Company's Working Hour Guidelines available in our Intranet site. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours or business requirements/exigencies from time to time. While working on projects overseas and onshore projects working hours and notified holidays of the client location will apply.
19. Please note that in addition to what has been mentioned in this appointment letter, no other commitment is being made by the company.
20. This appointment letter is valid subject to your approval and signing of our Non-Disclosure Agreement (NDA) at the time of joining.

This offer letter, together with the various documents referenced herein, represent the complete offer by the Company. If there is any element of our offer that you feel is unclear or not covered, please contact me at undersigned ahead of signing this document.

To ensure that you have a full understanding of the terms and conditions of your prospective employment with GlobalLogic and the benefits available to you there are a number of enclosures to this letter which we hope you will find interesting and informative and have agreed to abide by them in form and substance. On joining you will be able to access Company's Intranet site, which contains comprehensive information regarding all benefits, policies and procedures but, in the meantime, to answer any questions you may have, please do not hesitate to contact your respective People Partners in People Development Function.

At GlobalLogic, our long-term success depends on both the results we achieve and the way we make these results happen. We set high standards for our people, our products and our processes. Quality must set us apart. We set high standards of personal integrity and ethics in all our business ventures. We, at GlobalLogic, feel that you will make an invaluable addition to our team and it is with great enthusiasm that I hope you accept this offer of employment.



**Mailing** | 2nd to 10th Floor, Tower - 3  
Oxygen Business Park Pvt. Ltd. SEZ,  
Plot No. 7, Sector -144, Noida Expressway,  
Noida - 201304, Uttar Pradesh, India



**Registered** | 207 Gupta Arcade, Plot No. 5,  
L.S.C., Mayur Vihar Phase 1 Extension,  
Delhi 110091, India



**Phone** | 91.120.406.2000  
**Fax** | 91.120.406.2722



**Web** | [www.globallogic.com](http://www.globallogic.com)  
**Mail** | [info@globallogic.com](mailto:info@globallogic.com)



**CIN** | U74899DL2000PTC109036  
**GlobalLogic India Private Limited**  
(Previously known as GlobalLogic  
India Limited)



We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.

**For GlobalLogic India Private Ltd.**

**Anjali Joshi**

**Director – People Development**

DECLARATION

I have read and understood the above terms and conditions of employment and am accepting the same.

Date:

Signature: Avinash Kumar

(Avinash Kumar)



**Mailing** | 2nd to 10th Floor, Tower - 3  
Oxygen Business Park Pvt. Ltd. SEZ,  
Plot No. 7, Sector -144, Noida Expressway,  
Noida - 201304, Uttar Pradesh, India



**Registered** | 207 Gupta Arcade, Plot No. 5,  
L.S.C., Mayur Vihar Phase 1 Extension,  
Delhi 110091, India



**Phone** | 91.120.406.2000  
**Fax** | 91.120.406.2722



**Web** | [www.globallogic.com](http://www.globallogic.com)  
**Mail** | [info@globallogic.com](mailto:info@globallogic.com)



**CIN** | U74899DL2000PTC109036  
**GlobalLogic India Private Limited**  
(Previously known as GlobalLogic  
India Limited)