



OFFER LETTER

Dear Bhushan Deokar

We are pleased to offer you an Employment with **Naygon Technologies Private Limited** associated Software deployment company **Nadcab Technology** based on the interview discussions you had with us . Details of the terms and conditions of offer are as under:

1. You will be designated as “**React Native Developer**” for **Prayagraj** Location.
2. Your date of commencement of Employment will be on or before **01-September-2022**
3. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
4. Your fixed annual ctc to Company Rs **5,30,000/-PA** Including PF, Contribution Employer/Employee, Bonus, Gratuity and Insurance (If Applicable)
5. You will have to serve a Notice Period for **2 Months**.
6. You will be on probation for a period of **3 Months** from the date of joining.

- Please bring along the below listed documents / details on your day of joining.

1. Address Proof (Copy of Aadhar card/ Passport / Driving licence/Voter ID Card) (any one of them).
2. Copies of Academic Certificates (all from 10th to Highest).
3. Copy of Resignation Letter with acknowledgement.
4. Copy of Relieving letter from previous employer (Original).
5. Proof of compensation last drawn (3 Months - Original).
6. Six passport size photographs (Recent).
7. Bank Passbook or pay slip of the last comp

Guidelines

1. Working hours of employees are 8 hour.
2. Office timing will be 10AM to 6 PM.
3. Work will be assigned as task based.
4. 2nd & 4th Saturday will close.
5. 1 Leave and one half day allowed per month (can't take leave without permission).

Acceptance

I hereby accept the above offer along with the terms & conditions of employment offered to me .I shall join the company on

Name : _____

Date of Joining:

Signature :





Offer: Computer Consultancy
Ref: TCSL/DT20217633080/Pune
Date: 06/04/2021

Ms. Prachi Sharad Chavare
Plot No 10 Prakash NagarJalgaon Road,
Prakash Nagar,
Jalgaon-424206,
Maharastra.
Tel# 91-8830623366

Dear Prachi Sharad Chavare,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

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 dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)



*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Prachi Sharad Chavare
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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 it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Dhoot Transmission Pvt. Ltd. Farola-III

Date:

To

TO,

MR :- GANESH BADGUJAR

Sub :- Offer for the post of “ Diploma / Graduate Engineer Trainee ”

Dear

With the reference to your application and the subsequent personal discussion we had with you on **Jan-2020**, We DHOOT TRANSMISSION PVT LTD . Do hereby pleased to offer you the employment for the post of **“Graduate Engineer Trainee”** as per terms & conditions discussed and mutually agreed during personal discussion .

- 1. You shall be paid wages / salary & allowances as under :- stipend of (Per Day 26 + 2 live) & overtime extra per month .**

CATEGORY	PER DAY	PER DAY BUS (Facellate)	STIPEND WIHTOUT CANTEEN	LEAVE & incentive	TOTAL	(26 Days+with live) In Hand
GET BE	$384:61*26 = 10000$	$30*26 = 780$	$10000+780=10780$	+770	11550	10770
GET DIP	$346:15*26 = 9000$	$30*26 = 780$	$9000+780=9780$	+692	10472	9662

2. You are required to work at our Aurangabad plant (103), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining , report to HR- Department for completing the joining formalities . please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification .
- 2) Resent passport size photograph(5-copies)
- 3) Identity proof Xerox copy (driving license / election card / pass port)
- 4) Pan card & Aadhar card – copy mandatory (original for verification)
- 5) Medical fitness certificate .
- 6) Address proof Xerox copy of (electricity bill / election card / pass port / driving license/ aadhar card) Form -16 from last employer (not applicable to fresher's).

You are requested to join on or before **10-Jul- 2020**.Detailed appointment latter will be issued to you immediately after your joining .

Please counter sing a copy of this letter as token of your acceptance and return the same to us.

Thanking you,

For DHOOT TRANSMISION PVT LTD

Plant no 103.chetgaon midc Aurangabad.

[Type text]

सिद्धी शुगर अॅण्ड अलाईड इंडस्ट्रीज लि.

महेश नगर, उजना, ता. अहमदपुर जि.लातूर. 413515

फोन / फॉक्स

02381-262256

ईमेल

siddhisugar.co@gmail.com

पाष्ट बॉक्स नं

30

गा.कं.एसएसएआयएल/प्रशासन/५४५/ २०२२-२३

दि. ०६/०६/२०२२

// अनुभव प्रमाणपत्र //

प्रमाणित करण्यात येते की, श्री कपिल काशिनाथ लांडगे हे आमच्या कारखान्यात डिस्ट्रिलरी विभागात ट्रेनि इंजिनिअर (इक्वॉपोरेशन अॅण्ड ड्रायर) या पदावर ट्रेनि हंगामी कर्मचारी म्हणून दि. ३१/०८/२०२१ ते दि. २९/०६/२०२२ पर्यंत कार्यरत होते. ते कष्ठाळू व प्रामाणीक आहेत.

करिता सबव प्रमाणपत्र त्यांचे विनंती अर्जाविलान देण्यात येत आहे.



१२
→
(पी.जी.होनराव)
व्हाईस प्रेसिडेंट


Date:24-Nov-2021

To

Monish Gavali
INDIA

Dear Monish Gavali,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.
 - 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
 - b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

(Total of marks obtained in all the subjects from the first to last semester)
Aggregate = $\frac{\text{Total of marks obtained}}{\text{Total of maximum marks}}$ (Total of maximum marks in all the subjects from first to last semester)

Aggregate % = Aggregate * 100
 - c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.
- 2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.


Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

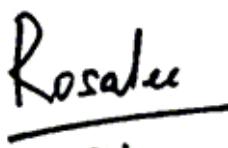
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

Annexure 2**Compensation stack effective from date of confirmation****Name : Monish Gavali****Salary Grade : C1****Designation : ENGINEER**

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.


Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

Annexure - 3

Terms and conditions of the Offer of Training and Employment

- 1.** All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.
- 2.** The term, "the Company" refers to Mindtree Limited.
- 3.** This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.
- 4.** You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
- 5.** You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.



Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)



A Larsen & Toubro Group Company

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.


Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.



Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
 - Unauthorized absence during the Orchard Learning Program
 - Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

 Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.
2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.
3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.


 Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.



Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3



Monish Gavali (Nov 25, 2021 13:01 GMT+5.5)

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



Mindtree
A Larsen & Toubro Group Company

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 

Name : Monish Gavali

Date : Nov 25, 2021

27/01/2021

Pravara Rural Education Society/Pravaranager Mail - OFFER: INTERNSHIP (OneRoof Technologies LLP)



rana.mahajan <rana.mahajan@pravara.in>

OFFER: INTERNSHIP (OneRoof Technologies LLP)

1 message

HR OneRoof Technologies LLP <r@onerotech.com> Mon, Jan 25, 2021 at 7:36 AM
To: "Pratima Erande2017@gmail.com" <pratima.erande2017@gmail.com>
Cc: Smit Lata <smit@onerotech.com>; Sohil Chheda <sohil@onerotech.com>; Chirag Kolhe <chirag@onerotech.com>;
Kenil Jain <kenil@onerotech.com>; Admin OneRoof Technologies LLP <admin@onerotech.com>; rana.mahajan
<rana.mahajan@pravara.in>

Dear Pratima,

Greetings of the day!

As discussed, we are happy to confirm your candidature as a **Software Trainee**. We look forward to see you as a part of our team.

Joining:

Your joining date is 01st February 2021. Office starts at 9.30 am sharp.

Contact Person:

Mr. Moreishwar Chandankar : +91 7021230324
Ms. Mrunali Dalvi : +9975049164

Tenure:

Internship tenure will be of 6 months.

Stipend will be ₹ 5,000/- Per month deductibles as per govt. taxes.

Note: Kindly reply to this email to confirm your joining within 24 hrs.

We need the following details for further procedures:

- Two passport size photographs
- One Personal and two professional References
- Copies of educational/professional qualifications.
- Copy of Passport

Feel free to contact any of us for

Warm Regards,

Page: 1 / 1 | - Q +

27/01/2021

Pravara Rural Education Society, Pravaranagar Mall - OFFER: INTERNSHIP (OneRoof Technologies LLP)



rana.mahajan <rana.mahajan@pravara.in>

OFFER: INTERNSHIP (OneRoof Technologies LLP)

1 message

HR OneRoof Technologies LLP <hr@onerotech.com> Mon, Jan 25, 2021 at 7:33 AM
To: "poojabhagat0611@gmail.com" <poojabhagat0611@gmail.com>
Cc: Smit Lata <smit@onerotech.com>, Sohil Chheda <sohil@onerotech.com>, Chirag Kolhe <chirag@onerotech.com>, Keri Jain <keri@onerotech.com>, Admin OneRoof Technologies LLP <admin@onerotech.com>, rana.mahajan <rana.mahajan@pravara.in>

Dear Pooja,

Greetings of the day!

As discussed, we are happy to confirm your candidature as a **Software Trainee**. We look forward to see you as a part of our team.

Joining:

Your joining date is 01st February 2021. Office starts at 9.30 am sharp.

Contact Person:

Mr. Moreshwar Chandankar : +91 7021230324
Ms. Mrunali Dalvi : +8975049164

Tenure:

Internship tenure will be of 6 months.

Stipend will be 5,000/- Per month deductibles as per govt. taxes.

Note: Kindly reply to this email to confirm your joining within 24 hrs.

We need the following details for further procedures:

- Two passport size photographs
- One Personal and two professional References
- Copies of educational/professional qualifications.
- Copy of Passport

Feel free to contact any of us for any queries.

27/01/2021

Pravara Rural Education Society,Pravara Nagar,Mar - OFFER: INTERNSHIP (OneRoof Technologies LLP)



rana.mahajan <rana.mahajan@pravara.in>

OFFER: INTERNSHIP (OneRoof Technologies LLP)

1 message

HR OneRoof Technologies LLP <hr@onerotech.com>
Mon, Jan 25, 2021 at 7:22 AM
To: "shegalmegha2000@gmail.com" <shegalmegha2000@gmail.com>
Cc: Smit Laike <smit@onerotech.com>, Sunil Connala <sohil@onerotech.com>, Kunal Jain <kunnil@onerotech.com>;
Chirag Kolhe <chirag@onerotech.com>; Admin OneRoof Technologies LLP <admin@onerotech.com>; rana.mahajan
<rana.mahajan@pravara.in>

Dear Megha,

Greetings of the day!

As discussed, we are happy to confirm your candidature as a **Software Trainer**. We look forward to see you as a part of our team.

Joining:

Your joining date is 01st February 2021. Office starts at 9:30 am sharp.

Contact Person:

Mr. Moreswar Chandakar : +91 7021230324

Tenure:

Internship tenure will be of 6 months.

Stipend will be 5,000/- Per month deductibles as per govt taxes.

Note: Kindly reply to this email to confirm your joining within 24 hrs.

We need the following details for further procedures:

- Two passport size photographs
- One Personal and two professional References
- Copies of educational/professional qualifications.
- Copy of Passport

Feel free to contact any of us for any queries.

--

Warm Regards,

Team, OneRoof Technologies LLP
817, Ecstasy Business Park, Near City of Joy, J.S.D Road, Mulund (W), Mumbai-400080
M: +91 7278096920
onerotech.com | [Facebook](#) | [LinkedIn](#).



Date: 18/02/2021

To,

Sachin Yograj Patil
At-post Kinod,Kinod.
Jalgaon-425002.

Offer Letter

Dear Sachin,

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Senior Engineer** for our Company.

The starting Monthly salary for this position is **17000/-** to be paid on a monthly basis.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **20/02/2021**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter OR send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

As Part of Joining Formalities you are required to submit the following documents:

1. Photostat copy of Pan Card(if any)
2. Photostat copy of Permanent Address Proof E.g. Driving License, voter ID Card
3. Educational Certificates.
4. Professional Certificates.
5. Last Salary Slip Drown.
6. Clearance Certificate From Previous Job.
7. Passport Size Photographs-5 Nos.

We wish you all the best.

Thank You,



For,

Nillsagar Dream Planet Pvt. Ltd.

Private & Confidential

Date: 23-02-2022

Shivam Rajesh Ghorpade
Pune
India

Dear Shivam,

Offer of Employment

We are pleased to offer you employment in the position of "Trainee-ABAP" with Invenio Business Solutions (hereinafter referred to as "Invenio") with the date of joining as 28-02-2022.

1. Remuneration

- a) Your annual CTC would be INR 4,00,000 per annum (Four Lakh Rupees). The details of the same are given in the attached Annexure.
- b) Your salary & other benefits, if any, shall be subject to deductions of all Government and local taxes, levies, contributions, etc. as required to be made under the law of land.
- c) All taxes on your income shall be paid by you.

2. Salary Revision

- a) Your remuneration will be subject to annual review, or at such times as may be appropriate. Invenio operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.
- b) You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

3. Place of Work

- a) Presently, you shall be posted at our office at Pune. However, you are liable to be transferred to any location as decided by the management in the interest of the company.
- b) The management may place/transfer you temporarily/permanently in any unit/department of the company in or out of India as it may consider necessary at its discretion from time to time.
- c) You fully understand and agree that the nature of your employment requires you to frequently travel across various geographies (both domestic & international) in line with the project/organizational requirements

4. Working Hours

- a) You are expected to work for 9 hours which includes 1 hour of break. However, due to project requirements, employees may be required to work at different timings which may be prescribed by the manager from time to time.

- b) In all such cases, the actual working hours shall be as prescribed by the manager.
- c) Employee may be required to work in non-business hours, based on business needs.

5. Training/Confirmation

You shall be on training for a period of twelve months, which may be curtailed or extended during or at the expiry of the said training period at the discretion of the management depending upon your quantitative and qualitative performance. During the period of training, the appointment is terminable either by the management by giving one month notice or by payment of salary in lieu thereof or by you giving one month notice. On completion of training period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on training.

6. Notice of Termination

- a) If your actions at any time constitute a serious breach of Invenio's standards of behavior, or if your performance is found to be not satisfactory during the first 8 weeks of the training period, Invenio may end this contract and terminate your employment immediately without any notice period.
- b) You will automatically retire from the services of the company on attaining the retirement age of 60 years.
- c) 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 five days of the commencement of such absence, and
 - ii. give an explanation to the satisfaction of the management regarding such absence.
- d) Your employment is terminable, without reasons, by either party giving one-month prior written notice during the training period and three months prior written notice on confirmation of employment. Invenio reserves the right to pay or recover salary in lieu of the notice period. If for any reason you resign within one year of employment, ie, during the training period, Invenio has the right to recover the amount paid to you as salaries until then. Further, Invenio may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.
- e) Notice Period shall not be considered as active employment and shall not be included while calculating annual/monthly variable components/bonus etc. You shall not submit your resignation when you are engaged on an overseas project. Such notice may not be offset by unused leave.

7. Verification

This appointment is based on the details provided by you in the company application form/employee data form/during the interview/data provided prior to or at the time of joining.

Background Verification – Your appointment is conditional upon completion of a satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof. Please sign the duplicate copy of the appointment letter and return the same as a token of your acceptance of the appointment and all other terms and conditions as stated therein.

Wishing you all the best and welcoming you to our organization for a long-standing and mutually rewarding relationship.

8. Conduct & Discipline

- a) You are expected to maintain high standards of conduct and excellence in all your assignments.
- b) You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
- c) Your position with the Company is that of full-time permanent employment in which you will be involved exclusively in the business of the Company. During your employment with the Company, you are not permitted to take up any other work or employment for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business without the written permission of the Company.
- d) You will be governed by the Service Rules and Regulations, administrative orders, other rules/orders of the company now in force, and that may be in force from time to time.
- e) You agree to promptly disclose to the Company all ideas, discoveries, inventions, improvements, software, writings, and developments that may be authored, conceived, developed, or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:
 - i. during your working hours, or
 - ii. at the company's expense, or
 - iii. using any of the Company's materials or facilities, or
 - iv. that relates to the business of the Company or to the research or development of the Company (hereinafter "Company Intellectual Property").

9. General Rules

In all matters including those not specifically covered by this letter, you will be governed by the Rules and Regulations of the Company:

- a) You will intimate in writing to the HR any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have served on you.
- b) Upon cessation of your employment, you will return to the Company all its property, assets papers, materials, documents, etc. which may be, at that time, in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts therefrom.
- c) You will be liable to pay damage to the company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provision of this appointment letter/agreement etc. and for this the Court of Delhi will have jurisdiction.
- d) In order to remain competitive, our Company undertakes a number of programs or initiatives like Benchmarking, Continuous Improvements, Cost Management, Training & Development, etc. You are required to actively participate and contribute to such programs or initiatives.

10. Confidential Information and Non-Disclosure

- a) In the course of your employment with Invenio, you will be handling sensitive information including but not limited to information of key customers of Invenio, competitor information, customer sensitive information ('Confidential Information'). You shall hence confirm that for a period of six (6) months after separation of your employment from Invenio (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Invenio during the six (6) months preceding the date of separation.
- b) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Management of Invenio Business Solutions or their authorized representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company/customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost

confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company.

This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures, etc. belonging to Invenio Business Solutions and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company/customer.

11. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your employment with Invenio. Please send your acceptance to this offer per return mail by 24-02-2022. The validity of this offer is conditional upon receipt of your acceptance and joining on or before the respective dates mentioned herein.

If we do not receive acceptance and documents mentioned in Annexure I then this letter stands automatically canceled and withdraws.

On the day of your joining, you will be required to return the duplicate copy of the offer letter duly signed for our records.

Yours sincerely
For Invenio Business Solutions Pvt. Ltd.,



Bipin Pendyala
Chief People Officer

I have carefully read the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join the service on or before the Date of Joining. Details provided in the joining form during or post-interview are accurate to the best of my knowledge.

Signature.....

Date

ANNEXURE

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Invenio. The entitlements are subject to company policies/procedures/guidelines that may be issued/modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. These entitlements shall cease upon the termination of your employment with Invenio. These entitlements may also cease if you need to take a long-term personal leave of absence. You will need to check with your local HR team for details.

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic Salary	1,40,004	11,667
Invenio Benefit Plan		
House Rent Allowance	70,008	5,834
Leave Travel Allowance	60,000	5,000
Supplementary Allowance	96,384	8,032
Total Invenio Benefit Plan	2,26,392	18,866
Total Gross Pay	3,66,396	30,533
Retirals		
Employee PF Contribution	16,800	1,400
Employer PF Contribution	16,800	1,400
Total CTC	3,99,996	33,333

Food Coupon @ 2200/- per month is available on an "option basis". This amount is currently part of Supplementary Allowance.

Statutory Bonus @1800/- per month, is currently part of Supplementary Allowance.

3. The Company, at any time, reserves the right to review and restructure its Compensation Package.

4. Provident Fund/ Employee Pension Scheme

You will be required to subscribe to the Provident Fund scheme as may be applicable to you. The company will contribute 12% of your Basic salary toward this fund/ scheme.

5. Gratuity

Gratuity will be payable in line with the statutory provisions, upon separation from the company, subject to completion of a minimum of five years of continuous employment with Invenio India.

6. Medical Insurance

All Employees, their spouse, and two dependent children, as applicable, will be enrolled under the company Group Medical Insurance scheme.

Insurance cover will begin after the insurance company accepts and processes all information provided by the employee after joining. To facilitate early enrolments, employees are required to provide immediately on joining all information necessary for the group insurance policy.

The claims will have to be submitted by the employee directly to the insurance company and will be subject to the policies of the insurance company.

Please note that the company reserves the right to modify the terms and conditions of the medical insurance scheme from time to time.

7. Pre-joining Formalities:

As it has been explained to you during the interview stage, we may do a pre-joining background verification, which would cover your educational qualification, and job experience (other than your current job as mentioned in your application). For this purpose, you would be required to provide us with the necessary documentation. Our Background Verification team would contact you in due course to guide you through the pre-joining background verification process.

8. Joining Formalities:

You are requested to report at the following address on the stipulated date of joining to complete your joining formalities:

The Senate Business Centre, 1st Floor, Vartak Heritage, 100 Ft Riverside D.P. Road, Off Mhatre Bridge, Vartak Baug, Erandwane, Pune – 411052

Please feel free to contact our Talent Acquisition member for any clarifications or assistance prior to joining.

At the time of your onboarding, you would be required to submit the following:

1. Educational Qualification

- a) Graduation – degree certificate and marks cards of all years/semesters
- b) Post-Graduation – degree certificate and marks cards of all years/semesters
- c) SAP Certification if any

2. Work Experience

- a) Experience & relieving certificates of your current and your two previous employers
- b) Latest payslip, appointment letter of your current employer, and Form – 16

3. Identity & Tax Proof

- a) Copy of PAN Card (Mandatory)
- b) Copy of Aadhar Card
- c) Copy of Passport

4. Cancelled cheque of existing HDFC Bank A/C if any

5. Copy of the Appointment letter – Invenio (duly signed)

6. In addition, you would be required to submit 2 passport size photographs in color.

08-09-2021

WELCOME LETTER

Dear Swapnali Satish Lahane,

Welcome to the iLink family. We are excited to extend you an offer to join us as a Software Engineer - Trainee. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Multitech Solutions.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the employment have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



Uday Bhaskarwar
Chief People Officer

To:

**Swapnali Satish Lahane,
At - Songiri Post, Brahman wade, Sonigiri,
Nashik - 4220102
Maharashtra, India**

Sub: Offer Letter

Dear **Swapnali Satish Lahane**,

We are delighted to offer you the role of **Software Engineer - Trainee** at iLink Multitech Solutions.

The terms of the offer are given below, which, if you accept, will govern your employment.

1. Salary

You will be paid a CTC of **Rs.3,75,000 /- (Rupees Three Lakh(s) Seventy-Five Thousand(s) Only)** per annum. The breakup of the Salary is as mentioned in Annexure 2 of this offer letter.

2. Work Place

You will initially work from our office in **Pune**. However, you may be posted to any other place where our office is located or deputed to any of our client's location, during your tenure at iLink.

3. Duties

Your duties may vary from time to time depending on the business focus of the Company.

4. Appraisal

You will be eligible for salary increase after successfully completing 3 months with iLink. Based on your performance during the initial 3 months, your CTC might be fixed between 3.75 LPA to 4.5 LPA.

You will also be eligible for salary increase up to 5.5 LPA during the subsequent salary revision cycle, the first of which will be the scheduled revision cycle after the completion of the probation period.

5. Working Hours

You will be required to work for 5 days a week, minimum 40 hours per week or 9 hours per day depending upon client requirements.

6. Probation Period

You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed after probation provided your performance is found satisfactory during the probation period.

Your employment with **iLink Multitech Solutions** is at-will and either party can terminate the relationship at any time with or without cause and with a notice of 1 month in the first 30 days (look-in period) and a notice of 90 days thereafter.

You are required to join on or before **13-09-2021**.

This offer is valid till **09-09-2021, 5PM. Please email confirmation of acceptance before that date/ time.**

You should share resignation acceptance from your current organization within 15 days from Offer Letter Acceptance

The following documents (Original and Photocopy) are required at the time of joining on **13-09-2021**.

- Relieving Letter of last 3 of your previous companies – if experienced
- Last Month Pay Slip of your previous company– if experienced
- Appointment letter of your previous company
- 10th Mark sheet
- 12th Mark Sheet
- UG Mark sheet
- UG Degree Certificate
- PG Mark Sheet (if any)
- PG Degree Certificate (if any)
- Diploma Certificates (if any)
- Current Address Proof
- Permanent Address Proof
- ID Proof
- Updated Resume
- Pan Card 3 Copies
- 4 Passport Size Photos

Annexure: 1

1. We assume that all the documents you submit will match the information provided in the resume and during the interview process. Any discrepancies might lead to the termination of employment.
2. Relieving letter from your previous company is required for you to join iLink. If relieving letter will be delayed from your previous organization, please submit your resignation acceptance letter. If you are submitting a printout of the mail copy of your Relieving letter/resignation acceptance, please ensure that it is attested by your previous company HR with signature and the company seal.
3. Please read your iLink appointment letter thoroughly and submit the hard copy of the company's original acceptance letter with your signature to HR before you are enrolled into the rolls of the company.

Annexure: 2

CTC STRUCTURE		
	Monthly Salary	Annual Salary
	In Rupees	In Rupees
Basic	11,000.00	1,32,000.00
HRA	5,500.00	66,000.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Food Allowance	3,000.00	36,000.00
Leave Travel Allowance	3,166.67	38,000.00
Special Allowance	2,692.33	32,308.00
Total	28,209.00	3,38,508.00
Non-Cash Benefits		
Company's contribution to P.F. (including Administrative Charges)	1,950.00	23,400.00
Medical Insurance	563.00	6,756.00
Gratuity	528.00	6,336.00
Total CTC	31,250	3,75,000

For further clarification, please feel free to contact us.

Yours truly,
For iLink Multitech Solutions



Uday Bhaskarwar
Chief People Officer

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

Candidate's Signature