

**PRIVATE AND CONFIDENTIAL**

Date: 12 December 2025

Candidate ID: 151820  
Mr. Prateek Saraswat  
street 1 , nearbalaji stationary  
shyam kunj , maruti kunj , bhondsi  
Gurugram, Haryana - 122102

**Subject: OFFER OF APPRENTICESHIP**

Dear Prateek,

Congratulations and Welcome!

We are delighted to extend this Apprenticeship offer to you at IGT Solutions Private Limited ("Company"). Your role will be Process Associate – Apprentice.

This offer is conditional upon your meeting the following Pre-Engagement Conditions:

1. You have successfully cleared your qualifying examination (Bachelor's Degree/Diploma) and can produce your original degree certificate or complete mark sheet.
2. You confirm that you have not previously registered under the Apprentices Act, 1961 (the "Act").
3. You confirm your willingness to work in rotational shift system, including night shifts, as necessary for your training, in consonance with the applicable statutory provisions.
4. Satisfactory completion of background checks, subject to Company policy.
5. Verification of all information provided by you during your application process to the satisfaction of the Company.
6. Provision of documentary proof confirming your eligibility to live and work in India, including completion of any required government medical check.
7. Consent to undergo substance-abuse testing if deemed necessary by the Company, with positive results potentially leading to immediate termination of your association with the Company.
8. Completion of the Company's recruitment procedures and verifications before your joining date. If you fail to meet any pre-engagement conditions or verifications, the Company reserves the right to withdraw this offer immediately without any compensation.

Upon your acceptance of this Offer, the Company will coordinate with appropriate authorities to register and formalize your engagement as per applicable guidelines in the Act.

Registered Office  
2nd Floor, Infotech Center,  
14/2, Old Delhi Gurgaon Road,  
Industrial Complex, Dundahera,  
Gurgaon - 122016, Haryana, India

IGT Solutions Pvt. Ltd.  
2nd Floor, Infotech Center, Milestone 14/2,  
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[www.igtsolutions.com](http://www.igtsolutions.com)  
[mktg@igtsolutions.com](mailto:mktg@igtsolutions.com)

CIN U72300HR1998PTC136029

## TERMS AND CONDITIONS OF APPRENTICESHIP

1. **Role:** Your role will be Process Associate – Apprentice, commencing from your confirmed joining date.
2. **Monthly Stipend, Direct Benefit Transfer (DBT) and Other Benefits :** Please refer to Annexure 'A' attached hereto. Stipend will be credited to your bank account as per the details provided by you.
3. **Tenure of Engagement:** The apprenticeship training period is for 12 months with periodic assessments.
4. **Training:** You will be required to undergo designated specialized trainings, as required under the program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and process expertise, and equip you for effective execution of all your responsibilities.
5. **Absorption into Employment:** Upon successful completion of your apprenticeship training and subject to performance and the existence of a suitable vacancy within the organization, we look forward to offering you employment in a relevant role.
6. **Confidentiality and Non-Disclosure:** You will maintain strict confidentiality regarding all Company-related information and sign a separate Confidentiality and Non-Disclosure Agreement. Please refer to Annexure 'B' attached hereto .
7. **Termination:** Either party may terminate this offer with 30 days written notice or stipend in lieu thereof, subject to conditions mentioned in the Act.
8. **Company Policies and Code of Conduct:** You are required to adhere to all Company policies, including those related to confidentiality, discipline, and workplace ethics. Any breach may result in termination of the this Offer in accordance with the provisions of the Act and the rules made thereunder. The Company will provide structured mentorship and regular feedback.
9. **Working Location and Shifts:** Training will be conducted primarily at Company premises, involving rotational shifts including night shifts, as necessary for your training, in consonance with the applicable statutory provisions.
10. **Medical Fitness:** Your association with the Company and continuation of apprenticeship is subject to your being medically fit and the Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company.
11. **Jurisdiction:** All disputes shall be subject to Gurugram, Haryana jurisdiction.
12. **Amendments:** Any amendment to this offer must be in writing and signed by both parties.
13. **Severability:** Invalidity of any provision will not affect remaining provisions, which remain enforceable.

We warmly welcome you to the IGT family and look forward to your successful journey.

Warm regards,



**Pooja Sardana**  
**Vice President – HR**

IGT Solutions Private Limited

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### Annexure 'A': Monthly Stipend & Benefits

Particulars	Amount (₹)
Monthly Stipend	15,000.00
DBT (Government Share)	₹ 1500/-
Total Monthly Stipend	16,500.00

In the event of delays in receiving this Government contribution, please be rest assured that the Company shall promptly cover this amount and subsequently adjust it once the Government funds are received.

**Additional Benefits:**

- Medical Insurance Coverage: ₹1,00,000 (as per Company policy).
- Personal Accident Insurance: As per Company policy.

**ACCEPTANCE:**

I have carefully reviewed and accept the above terms and conditions of this Apprenticeship Offer.

Signature: \_\_\_\_\_

Name: Prateek Saraswat

Date: \_\_\_\_\_

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## Annexure 'B'

### **Proprietary Information and Non-Disclosure Agreement**

13 December 2025

To

Candidate ID: 151820  
Mr. Prateek Saraswat  
street 1 , nearbalaji stationary  
shyam kunj , maruti kunj , bhondsi  
Gurugram, Haryana - 122102

Dear Prateek,

#### **Subject: Confidentiality and Non-Disclosure Agreement**

1. We refer to your offer of Apprenticeship letter dated 13 December 2025 ("Offer Letter"). Please treat the contents of this Agreement as part and parcel of the said Appointment Letter, whereby the contents of this Agreement are incorporated into the Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.
2. During your association with IGT Solutions Private Limited. you may be provided with or come in contact with or create certain Proprietary, Personal Information, Personal Identifiable Information, Sensitive Personal Data (collectively referred to as "Personal Data") and Confidential Information. As used in this Agreement, the term Confidential Information shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy , personal identifiable information, confidential, or the equivalent etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, personal identifiable, confidential or the equivalent. For the purpose of this Agreement, Personal Information, Personal Identifiable Information, Sensitive Personal Data shall have the same meaning as in Regulation (EU) 2016/679 - General Data Protection Regulation ('GDPR') and any other applicable laws.
3. You shall use the Confidential Information and Personal Data received, at any time, solely in respect of your duties as part of your association with Company and in compliance with all applicable laws, including without limitation the GDPR provisions. You shall comply with the Company policies pertaining to the GDPR provisions including without limitation the Binding Corporate Rules published on the Company's intranet. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Confidential Information and Personal Data except for copies that need to be made strictly in respect of your duties as part of your association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of Confidential Information and Personal Data including any and all copies and partial copies thereof, whether machine readable or otherwise. You shall process Confidential Information and Personal Data only as instructed by the Company.

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4. Except as may be expressly provided herein, you shall, at no time, whether during your association with Company or after its termination or expiry, as the case may be, disclose any Confidential Information and Personal Data in whole or in part to any third party.
5. Any and all Confidential Information and Personal Data shall, at all times, remain the property of the Company. Upon termination or expiry of your association with Company, whichever occurs first, you shall promptly destroy or return to Company, all Confidential Information and Personal Data, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, and provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.
6. Nothing contained in this Agreement or the Appointment Letter shall be construed as: (i) requiring the Company to disclose to you any particular information; (ii) granting to you or to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Confidential Information and Personal Data, now or hereafter owned, obtained or licensed by the Company; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein
7. You will not utilize any such Confidential Information and Personal Data to render services, develop products or produce articles for your own or another's use, or to render services, develop products or Produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent or instruction of the Company.
8. This Agreement shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.
9. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Agreement or the Appointment Letter by you, and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including without limitation any temporary or permanent injunction and / or specific performance of this Agreement and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.
10. The contents of this Agreement supersede any prior oral or written understandings with respect to the subject matter hereof between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter hereof and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

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Yours Sincerely,  
For and on behalf of IGT Solutions Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Pooja Sardana".

**Pooja Sardana**  
Vice President – HR

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as a part of my offer Letter.

Name: Prateek Saraswat  
Date: 13 December 2025

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